



Lincoln Bishop University

Document Administration

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0 – 3.0		Prior to re-structure
4.0	10 July 2024	Re-formatted and terms changed to meet new structure
4.1	16 October 2024	Further changes to module board information and minor changes
4.2	11 March 2026	Name change, branding and minor updates

CODE OF PRACTICE FOR EXTERNAL EXAMINING

1. INTRODUCTION

- 1.1. Lincoln Bishop University's (hereafter known as 'the University') Code of Practice for External Examining has been designed to set out clear procedures and guidance for the role of the External Examiner in detail in such a way as to ensure that our standards and learning opportunities are comparable with those of other institutions in the sector and that our assessment processes and regulations treat all students fairly and equitably. It should be read in conjunction with the Code of Practice for the Assessment of Students and the Code of Practice for the Recognition of Prior Learning.
- 1.2. The Code also outlines the process and criteria for the appointment, renewal and termination of an External Examiners' term of office and provides a definition of the role of the External Examiner.
- 1.3. The Code has been developed to reflect the expectations of the QAA, UK Quality Code for Higher Education (2024), in relation to the core practice: the provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.

2. SCOPE OF THE CODE

- 2.1. This Code applies to all credit bearing programmes of study and modules (including those offered as 'standalone') classified as taught within the University Awards and Credit Framework.

3. APPLICATION TO COLLABORATIVE PROVISION

- 3.1. This Code applies to all programmes and modules delivered in whole or in part by partner institutions leading to University awards. Such programmes and modules are designated as 'collaborative provision' by the University.

4. SCOPE OF THE EXTERNAL EXAMINER ROLE

- 4.1. The role of the External Examiner is to assist the University in discharging its responsibility for the quality and standards of the education it provides and the awards it offers by:
 - 4.1.1. assisting the University in maintaining academic, and where applicable professional, standards of its awards in accordance with the frameworks for higher education qualifications and, where applicable, subject benchmark statements;

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- 4.1.2. ensuring that the assessment process measures student achievement against the intended outcomes of the module/programme of study fairly, rigorously in the marking, grading classification of student performance in accordance with the University's policies and regulations, including the conduct of boards of examiners;
- 4.1.3. assisting in the comparison of academic standards across higher education awards and institutions;
- 4.1.4. providing constructive comment and objective advice on opportunities for enhancement to teaching, learning and assessment processes; and
- 4.1.5. identifying good practice worthy of commendation/wider dissemination.

5. LIMITATIONS OF THE EXTERNAL EXAMINER ROLE

- 5.1. External Examiners are not permitted, and must not be asked, to undertake any of the following:
 - 5.1.1. setting assessment tasks (whether coursework, examination scripts or other);
 - 5.1.2. marking of student output; or
 - 5.1.3. revising the marks awarded for the output of individual students other than through giving an opinion in specific cases at the request of the internal examiners.

6. MEETING STUDENTS

- 6.1. External Examiners may meet with students from the cohort in order to gain a student perspective on the programme being offered. This is most likely to occur at the start of their tenure. It is the Programme Leaders' responsibility to consult with the respective External Examiner and, where necessary, make arrangements as required.
- 6.2. They must not meet with students as part of any process of assessment other than to observe an assessment event (such as a performance). Observing an assessment event is part of their role in verifying standards, and the fairness and rigour of the assessment process (being the equivalent of reading a sample of written examination or coursework output). However, it is not their role to determine the mark awarded to individual students for such an event unless specifically requested in accordance with paragraph 5 above.

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7. UNIVERSITY CHIEF EXTERNAL EXAMINER

- 7.1. The term University Chief External Examiner refers to a specific role that annually reviews the operation of the Universities boards of examiners for undergraduate, masters and taught postgraduate programmes, in order to assure the University that the conduct of the Universities boards of examiners are consistent with the Universities regulations and policies and procedures for the operations of the board of examiners.
- 7.2. The University Chief External Examiners will also where necessary act as an advisor on aspects of the Universities Regulations Framework and Validation processes.

8. THE APPOINTMENT OF EXTERNAL EXAMINERS

- 8.1. The appointment of an External Examiner (including extensions to existing appointments) must be approved by the Programme Quality Enhancement Sub-Committee.

9. NOMINATION

- 9.1. The Provost and Chief Academic Officer is responsible for ensuring that all programmes and modules delivered by the University or collaborative partner are subject to oversight by appropriately qualified External Examiners, who should be sourced in good time to enable them to commence at the start of the academic year or to allow a smooth transition between one examiner and another.
- 9.2. Before the approval of any External Examiner appointment, the University requires that all proposals are able to satisfy appropriate criteria (outlined in paragraph 21) to assure academic standards within subjects and programmes; and ensure that there are no conflicts of interest. All nominations must be endorsed by the Faculty. Following appointment, the relevant academic committee, via the Academic Quality and Compliance Manager, will expect to be notified of all material changes in the circumstances of any External Examiners.
- 9.3. Nominations must make explicit which programmes, modules or other elements the nominee will be responsible for overseeing as External Examiner.

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- 9.4. In deciding whether to make a nomination, the Deputy Dean and Programme Leader must be satisfied that the nominee will have sufficient time to carry out the role having regard to the number of external examinerships currently held by the nominee. Nominees should not normally hold more than two substantial current external examiner appointments at any one time, which would include the University appointment.

10. CRITERIA FOR APPOINTMENT

- 10.1. In deciding whether to approve the appointment of an External Examiner, the Programme Quality Enhancement Sub-Committee must consider the criteria given below. Where an appointment does not adhere to the criteria, Programme Quality Enhancement Sub-Committee will not approve the appointment.
- 10.2. External Examiners are appointed for a period of four years. On occasion, proposals for extensions of a further year of appointment or extensions to duties in terms of the range of programmes Examiners are responsible for can be considered for approval by the Programme Quality Enhancement Sub-Committee. Circumstances in which such proposals may be approved are:
- 10.2.1. where the extension of an External Examiner's tenure will enable continuity where a second External Examiner is required by a PSRB or due to large cohorts;
 - 10.2.2. where new Programme Leaders have been or are to be appointed;
 - 10.2.3. where at short notice a member of the examining team has to resign from External Examiner duties; or
 - 10.2.4. where a course is to be closed within a year.
- 10.3. An External Examiner must not be appointed for a further term of office unless five years or more have elapsed since the previous term of office.
- 10.4. Nominee personal specification:
- 10.4.1. has sufficient knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
 - 10.4.2. possesses appropriate levels of academic and/or professional experience in relation to the relevant subject area and assessment with current or recent teaching experience in that subject and, wherever possible, a significant research profile;

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- 10.4.3. has sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic and professional peers;
 - 10.4.4. possesses relevant academic or professional qualifications to at least the level of qualification being externally examined and/or extensive practitioner experience where appropriate; or
 - 10.4.5. is competent and experienced in matters relating to the enhancement of the student learning experience.
- 10.5. Care must be taken to ensure the independence of the External Examiner is not compromised. It is the responsibility of the nominating Deputy Dean and Programme Leader to ensure that any potential conflicts of interest or the appearance of conflicts of interest are explored and negated prior to nomination. In this respect, the Deputy Dean and Programme Leader should ensure:
- 10.5.1. the External Examiner is not a member of the governing body or committee of the University or any collaborative partner;
 - 10.5.2. the External Examiner does not have a close professional, contractual or personal relationship with a member of staff or student involved with the relevant programme of study; nor be significantly involved in substantive collaborative research activity with a member of staff closely involved in the management, delivery or assessment of the programme(s);
 - 10.5.3. the External Examiner is not a former member of staff or student at the University unless a period of five years has elapsed, and all students taught by the nominee have completed the programme(s);
 - 10.5.4. the External Examiner is not normally in the same department from the same institution as an existing External Examiner; nor are they succeeding a colleague from the same department within the same institution;
 - 10.5.5. the appointment does not create a reciprocal arrangement between the relevant programmes delivered by each institution;
 - 10.5.6. any potential intellectual property issues, for example from the need for commercial confidentiality, should be resolved prior to appointment; and the appointment must be recommended by the Faculty or delegated body and approved by the Programme Quality Enhancement Sub-Committee.

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11. CONFIRMATION OF APPOINTMENT

- 11.1. Once approved, the External Examiner is sent a formal letter of contract by the University's Human Resources Team and will receive the following information from Quality:
- 11.1.1. information to support the role of External Examiner, which includes Academic Regulations and the following Codes of Practice:
 - i. Code of Practice for External Examiners;
 - ii. Code of Practice on the Conduct of Boards of Examiners;
 - iii. Code of Practice for Assessment;
 - 11.1.2. the External Examiners' Handbook;
 - 11.1.3. the outgoing External Examiner's Annual Report (if applicable);
 - 11.1.4. the programme and module specifications for each programme/module within the remit of the External Examiner.
- 11.2. The Human Resources department will also contact External Examiners regarding:
- 11.2.1. important documentation about the appointment of the External Examiner, including confirmation of the right to work in the UK and provision of evidence of the right to work in the UK;
 - 11.2.2. information about External Examiner Fees, Driving to Work documentation and Expenses claim processes; and
 - 11.2.3. forms relating to Bank and Payroll details.
- 11.3. Confirmation of appointment should occur prior to any work being carried out on behalf of the University.

12. RECORDING EXTERNAL EXAMINER APPOINTMENTS

- 12.1. The Quality Team is responsible for ensuring that a central record of External Examiner appointments is maintained, including details of:
- 12.1.1. the External Examiner's name and home institution/organisation (if applicable);
 - 12.1.2. the Programme area to which the External Examiner is assigned, and any
 - 12.1.3. associated collaborative partners (where applicable);
 - 12.1.4. the start and end date of appointment;
 - 12.1.5. the programmes, modules or other units for which the external has been appointed to oversee;
 - 12.1.6. details of the agreed annual fee;
 - 12.1.7. the date of receipt of the External Examiners' annual reports, and date of receipt of the Faculty response to the report.

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13. INDUCTION OF EXTERNAL EXAMINERS

- 13.1. New External Examiners must be provided with sufficient information to enable them to understand and fulfil their responsibilities.
- 13.2. The Quality Team will invite External Examiners to an induction, prior to the commencement of any formal work, which will provide the opportunity to meet with the academic team they will be working with and familiarise themselves with the University's quality assurance processes and systems to enable them to undertake their examining responsibilities.
- 13.3. The Quality Team will inform the External Examiner of any subsequent changes to the University Regulations and Codes of Practice.

14. INTRODUCTION BY THE ACADEMIC DEPARTMENT

- 14.1. The Programme Leader, supported by the Quality Office, will provide additional information needed to fulfil the role as an External Examiner, which may include:
 - 14.1.1. the assessment criteria for the assessment tasks for the programmes/ modules in question;
 - 14.1.2. relevant programme information, e.g. student handbook or course outline
 - 14.1.3. on the virtual learning environment (VLE);
 - 14.1.4. information about the Programme's other External Examiners and their remits;
 - 14.1.5. a copy of the annual monitoring report/s for the relevant programme/s for the previous year;
 - 14.1.6. a copy of the most recent periodic review and subsequent action plan;
 - 14.1.7. a copy of any external PSRB accreditation (if applicable);
 - 14.1.8. dates for forthcoming examination and assessment deadlines, module boards and boards of examiners meetings; and
 - 14.1.9. an invitation to visit the campus to meet staff and students (in the case of collaborative provision any invitation to meet staff should include an opportunity to meet the partner institution staff and students, where agreed this can be done through electronic media).

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- 14.2. The Programme Leader, and/or Link Tutor in the case of collaborative partners, is responsible for ensuring that appropriate discussions are held with the External Examiner, including agreeing the form of communication to be used between the programme team and the External Examiner, how they will access assessment material including recordings of practical assessment, and the range of evidence that the Examiner will require to fulfil their role.
- 14.3. Programme Teams should seek to utilise the External Examiner as a resource throughout the year, for example seeking their opinion on proposed changes to programmes and modules (see Code of Practice for Changes to Validated Programmes) and provide them with updates regarding programme development/s.

15. CONSIDERATION OF ASSESSMENT TASKS

- 15.1. 'Assessment tasks' are defined as all those forms of assessment, whether examination, coursework, performance, practical, oral or placement which contribute to the summative assessment of a module. For each assessment task, there should be an accompanying 'assignment brief', however assignment briefs for examination-based assessments will not contain details of the questions that would be used under examination conditions.
- 15.2. Programme Teams should normally consult External Examiners on draft assessment tasks at all levels of study. The Faculty is responsible for ensuring that this takes place for the relevant programmes, including those delivered by Collaborative Partners, and that the External Examiner is given sufficient time to scrutinise and comment before assignment briefs or examination papers are used. A record of comments should be maintained by the relevant programme area.
- 15.3. Comment by External Examiners will be considered by the Programme Leader in finalising their assessments. Examiners' comments should be in writing and should cover areas including appropriateness of task/question to the level, opportunity to demonstrate achievement of learning outcomes, clarity of expression and motivation.
- 15.4. Where modules are offered jointly by more than one Programme Area, the relevant Deputy Deans must agree how the responsibilities under this part of the Code will be discharged.

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- 15.5. The opinion of the External Examiner on the validity of assessment tasks is persuasive but not binding. The Faculty has final responsibility for determining the assessment task. However, where the Faculty acts contrary to the advice of the External Examiner, the Examiner must be informed of the Programme Team's/Faculty's actions and reasons.
- 15.6. The assessment tasks for collaborative provision must have been approved by the University programme's Link Tutor before submission to the External Examiner. In the event of disagreement, the University Link Tutor has final responsibility for determining assessment tasks.

16. MODERATION OF STUDENT OUTPUT

- 16.1. 'Student output' is defined as any student work submitted to fulfil an assessment task contributing to the summative assessment of module. 'Moderation' in this context means the process through which the External Examiner is able to verify the appropriateness and comparability of standards, and the fairness and rigour of the assessment process based on an agreed sample of student output. It does not refer to giving an opinion on the mark awarded in specific cases.
- 16.2. The External Examiner is entitled to see all student output as defined in this Code. The External should be provided with a sample of work from across the full range of marks awarded within a module. The precise output to be seen is defined within the University's Code of Practice for Assessment within the section referring to Marking and Moderation.
- 16.3. Where an External Examiner considers that the sample reviewed reveals evidence of significant over- or under-marking, they may recommend rescaling of the marks to the Module Board /Board of Examiners. The final decision remains that of the Board and must be applied to all student work for the assessment task in question and not just those pieces of student output viewed by the External Examiner.
- 16.4. The internal moderation of student output submitted by students undertaking collaborative programmes must be undertaken by the University Link Tutor as defined in the University's Code of Practice for Collaborative Provision.

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17. MEMBERSHIP OF BOARD OF EXAMINERS

- 17.1. External Examiners are appointed as members of the relevant Module Board(s) through which they can carry out their role as specified above. The final decision, and the accountability for that decision, remains that of the Board of Examiners as a whole.
- 17.2. All External Examiners are full members of the relevant Module Board and are expected to attend where practicable. Should an External Examiner on occasion experience a conflict of Module Board dates with their home institution, they will be invited to submit an in-absentia report to the Module Board regarding their work, but such arrangements will only be agreed in exceptional circumstances. Frequent non-attendance at relevant Boards can result in termination of contract.
- 17.3. As a member of the Module Board, External Examiners should be given opportunity to briefly comment on the standards of marking, student performance and achievement and the conduct of the assessment process generally.
- 17.4. The Chair of each Module Board or their nominee is responsible for ensuring that the Board acts in accordance with the University's Regulations and Codes of Practice. If an External Examiner has serious concerns about the conduct of the Board which they believe to require urgent attention (prior to submission of the External Examiner's report), they are encouraged to raise those concerns with the Executive Dean: Teaching, Learning and Student Success.

18. PROGRAMME BOARD(S) (END OF EACH ACADEMIC YEAR)

- 18.1. The University Chief External Examiner is appointed as a member of the Programme Board(s) through which they can carry out their role as specified above. The final decision, and the accountability for that decision, remains that of the Board of Examiners as a whole.
- 18.2. The University Chief External Examiner is a full member of the Programme Board(s) and is expected to attend a selection of the Boards scheduled to gain a holistic perspective and to be able to assure the University regards the rigour of assessment, ratification of marks and awards, and academic quality and standards.

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- 18.3. As a member of the Programme Board, the University Chief External Examiner should be given opportunity to comment on the overall calculation of the degree awards.
- 18.4. The Chair of each Programme Board is responsible for ensuring that the Board acts in accordance with the University's Regulations and Codes of Practice. If the University Chief External Examiner has serious concerns about the conduct of the Board which they believe to require urgent attention (prior to submission of the External Examiner's report), they are encouraged to raise those concerns with the University's Vice-Chancellor.

19. CONFIRMATION OF DECISIONS

- 19.1. External examiners must confirm the results for all modules for which they are responsible by signature (including electronic signature). External examiners attending the Module Board, either in person or online, may provide verbal confirmation. External examiners not attending will be asked to endorse the results by providing confirmation by email. In doing so the examiner will be indicating that they are satisfied with the conduct of the assessment process and will be confirming that the standards set in the assessments are commensurate with equivalent awards at other UK institutions.
- 19.2. Such confirmation implies that sample of assessments has been reviewed but does not imply that the external examiner has reviewed the work of every student.
- 19.3. It is accepted that the confirmation of first attempt marks presented at the Programme Board also provides confirmation for any reassessment or deferrals of passing standard. Where an external examiner wishes to actively review reassessment work of passing standard this must be explicitly stated at the Programme Board.
- 19.4. Delays in providing confirmation to endorse results by the Programme Board will impact upon student reassessment, progression and award decisions and therefore should be avoided where possible. Where a delay is unavoidable the external examiner must liaise with the Programme Leader who will inform the Programme Board Chair and Faculty Administration Office.
- 19.5. If an examiner is unwilling to endorse a set of results, the Executive Dean: Teaching, Learning and Student Success must be consulted.

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20. EXTERNAL EXAMINERS' REPORTS

- 20.1. External Examiners play a critical role in enabling the University to maintain the academic standards of awards, ensuring that they are comparable with other institutions in the sector and that assessment processes and Regulations treat all students fairly and equitably.
- 20.2. The University has a duty to ensure that its responsibility for the standards and quality of programmes are discharged through effective and scrupulous use of External Examiners and their reports.
- 20.3. External Examiners are expected to provide a full and constructive account of their work over the course of the academic year and outline any issues that they encountered during the examination process. In addition to areas of concern, they are also required to identify instances of good practice that they feel would be worthy of highlighting and where relevant, sharing within the programme team or across the wider University community.
- 20.4. The External Examiners Report form ensures that External Examiners provide consistent information of the subject area they are appointed to oversee. The form is also designed to reflect external requirements in relation to professional standards, therefore External Examiners will be expected to provide a comprehensive statement of confirmation regarding the extent to which the standards have been met.
- 20.5. In summary, the reporting process is as follows:
 - 20.5.1. the completed report is received and logged by Quality Team and assessed for completeness (facilitating payment of annual fee);
 - 20.5.2. report is distributed widely across the institution and in the case of collaborative partners, forwarded to the Link Tutor/Head of Academic Partnerships and the senior member of staff of the partner organisation responsible for collaborative provision;
 - 20.5.3. an acknowledgement is sent by the Quality Team to the External Examiner;
 - 20.5.4. a formal response is provided by the Programme Leader and Deputy Dean addressing the programme level points and issues raised in the report.
 - 20.5.5. the response to the External Examiner report will then be forwarded to the Academic Quality and Compliance Manager who will verify that External Examiner recommendations have been responded to appropriately;

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- 20.5.6. a formal communication is provided by the Executive Dean: Teaching, Learning and Student Success addressing the institutional level points and issues raised in the report;
 - 20.5.7. the responses to the report are forwarded to the Quality Team and are circulated internally, with a copy being sent to the External Examiner;
 - 20.5.8. comments regarding external examiner feedback are incorporated by the Programme team into the Annual Monitoring Report (AMR) Action Plan;
 - 20.5.9. in the case of a collaborative programme, the partner institution will consider the External Examiner report and ensure that any actions in response to the report are captured within the Annual Monitoring Report (AMR) Action Plan; and
 - 20.5.10. in the case of institutional level points, the Academic Quality and Compliance Manager will ensure that any actions are captured within an Action Plan to be monitored through the relevant academic committee.
- 20.6. Reports should be submitted no later than 10 working days from the relevant Board of Examiners (e.g., for External Examiners this will be the final module board for their programme for the academic year and the University Chief External Examiner this will be the final Examination Board). This deadline is designed to encourage the provision of feedback from the External Examiner in time to enable the Programme Area to reflect on that feedback as part of its annual monitoring review of programmes and assumes that few new issues will arise during the reassessment process.
- 20.7. In addition, External Examiners are entitled to send a separate report to the Executive Dean: Teaching, Learning and Student Success (via the Quality team) in confidence, where the examiner wishes to raise issues of significant concern directly and privately.

21. NON-SUBMISSION

- 21.1. Where a report has not been submitted by the required date, the Quality Team write to the External Examiner asking them to advise University about the reasons for non- submission and the likely date on which it will be submitted.
- 21.2. If a response is not received within 10 working days or the response is deemed unsatisfactory the Quality Team will inform the Executive Dean: Teaching, Learning and Student Success who will determine what further action should be taken.

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22. INSUFFICIENT FEEDBACK FROM EXTERNAL EXAMINERS

- 22.1. Where the Head of Programmes considers that the feedback provided by the External Examiner through the report form and other means (such as at the Board(s) of Examiners), is 'insufficient' the Deputy Dean should notify the Academic Quality and Compliance Manager who will write to the External Examiner requesting more detailed feedback.
- 22.2. If within 10 working days the External Examiner has not responded or has not responded satisfactorily, the Quality Team will inform the Executive Dean: Teaching, Learning and Student Success who will determine what further action should be taken, including whether payment of the fee shall be withheld.

23. SERIOUS CONCERN

- 23.1. Where the Deputy Dean or Link Tutor/Head of Academic Partnerships considers that an External Examiner's report discloses an issue of serious concern, e.g. evidence that academic standards of the provision may be at risk or that the University Regulations have not been followed, the Deputy Dean must ensure that appropriate action is taken and that a response detailing the action taken is provided to the External Examiner, with a report provided to the Executive Dean: Teaching, Learning and Student Success who will liaise with the appropriate members of the University Executive Group.

24. PUBLICATION OF REPORTS

- 24.1. External Examiner reports are circulated widely within the University and are publicly available. Therefore, it is imperative that the Programme Area's check reports for accuracy and potential breaches of confidentiality.

25. FACULTY RESPONSIBILITIES

- 25.1. The Provost and Chief Academic Officer is responsible for ensuring that the Faculty has systems in place to address the issues raised in the report, and for providing feedback to the External Examiner. This process should form part of the ongoing interrelationship between Faculty and External Examiner. In particular, the report would normally provide confirmation of those issues which the External Examiner has raised during the Board of Examiners and through other discussions with the Faculty.

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26. QUALITY ASSURANCE

26.1. Where serious issues or concerns have been identified, the Academic Quality and Compliance Manager is responsible for preparing an analysis for the Executive Dean: Teaching, Learning and Student Success and Provost and Chief Academic Officer of the issues raised and actions taken or other response, drawing on the information provided by the Faculty.

27. TEACHING QUALITY INFORMATION

27.1. The Faculty must address recommendations detailed within External Examiner reports and provide respective responses in full (with the exception of any confidential concerns).

28. TERMINATION OF AN EXTERNAL EXAMINER'S CONTRACT

28.1. Where concern is raised that an External Examiner is not performing their duties in line with the University's requirements (other than submission of the annual report) and as defined in this Code of Practice, the Programme Leader should adhere to the following process, adopting each further step only in the event that the first step does not resolve the matter satisfactorily:

- 28.1.1. inform the relevant Deputy Dean and the Executive Dean: Teaching, Learning and Student Success of the concerns;
- 28.1.2. contact the relevant External Examiner and seek to clarify actions which are desirable to resolve those concerns;
- 28.1.3. make a formal written request to the External Examiner setting out actions deemed appropriate (copied to the Deputy Dean and Academic Quality and Compliance Manager);
- 28.1.4. make a formal written request via the Deputy Dean to the Executive Dean: Teaching, Learning and Student Success to terminate the External Examiner's contract, specifying the reasons for the request, and providing evidence of the steps taken to resolve the concerns;
- 28.1.5. on receipt of such a request, the Executive Dean: Teaching, Learning and Student Success may consult further with the Deputy Dean, Programme Leader and External Examiner;
- 28.1.6. where the Executive Dean: Teaching, Learning and Student Success is satisfied that reasonable steps have been taken to resolve the concerns and the concerns remain unresolved, the termination request may be approved, and the External Examiner will be written to informing them of the decision and the reasons for it;
- 28.1.7. all such termination decisions must be reported to the Academic Enhancement Committee through the Programme Quality Enhancement Sub-Committee.

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29. REFERENCES TO THIS CODE

29.1. Reference should be made to Codes of Practice on:

- 29.1.1. Code of Practice for Assessment
- 29.1.2. Code of Practice for the Recognition of Prior Learning
- 29.1.3. Code of Practice for Changes to Validated Programmes
- 29.1.4. Code of Practice for the Conduct of Boards of Examiners
- 29.1.5. Code of Practice for Flexible and Distributed Learning
- 29.1.6. Code of Practice for Work-based and Placement Learning

29.2. Regulations for Awards:

- 29.2.1. University Awards and Credit Framework
- 29.2.2. Academic Regulations Governing Taught Qualifications