



UCL Academic Manual 2016-17

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.3.8

Procedures when an External Examiner is Unable to Attend

Regulations and Guidance

See Chapter 4, Section 11 for the regulations relating to Boards of Examiners.

1. If an External Examiner is unable to attend a Board of Examiners meeting to make recommendations for the final award, that Board of Examiners must be able to demonstrate to the satisfaction of UCL Education Committee that adequate consultation has taken place with the External Examiner in question and that the External Examiner has submitted their views to the Chair in writing before the meeting.
2. If no External Examiner is able to attend a Board of Examiners meeting to make recommendations for the final award, that Board of Examiners will not have power to recommendations for the final award, unless it can be demonstrated to the satisfaction of the Chair of UCL Education Committee, or their nominee, that adequate consultation has taken place with all the External Examiner(s) in question and that the views of all the External Examiner(s) have been submitted in writing to the Chair before the meeting.

Further guidance

1. All External Examiners, even if, exceptionally, they are unable to be present at the meeting making recommendations for the final award, must be involved in the assessment process and should be available for consultation during the final examination period. If because of illness or accident they are unable to be involved in any part of the assessment process for which they are responsible, arrangements should be made for another External Examiner to be responsible for that part of the assessment process.
2. If no other suitable External Examiner is available, it may be possible to appoint a replacement External Examiner by special permission at a late stage in the academic year.
3. When an External Examiner is prevented by illness or other emergency from attending a meeting which is making recommendations for the final award, and this becomes known at too late a stage to appoint a replacement or to allow sufficient time to consult, the following procedure should be followed:

- a) If the examiner in question is likely to be available soon enough for the final marks to reach Assessment and Student Records by the published deadline (i.e. one month from the end of term), the meeting of the Board of Examiners should be deferred.
- b) If the examiner is not likely to be available within this time, the Board of Examiners, if quorate in other respects, may meet to take decisions as far as is possible, even if the examiner concerned is the sole External Examiner on the Board.
- c) However, these decisions taken in the External Examiner's absence may not be validated until either the External Examiner in question has been consulted or, if this is impossible (e.g. in the event of the serious illness of the examiner concerned), the matter has been referred to UCL Education Committee.