

Issue	Criteria for the appointment of External Examiners
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Date of Board Meeting	29th June 2020
Purpose of Paper	For Report

Introduction

At the meeting of AC on 1st October 2019 it was reported that CPs were having difficulty recruiting external examiners, and asked BAAB for help. With the decline in universities offering acupuncture courses, it has proved harder to find people. AC suggested contacting organisations such as the Health Professions Council, General Osteopathic Council and University College of Osteopathy to see if they can offer any help. It was agreed subsequently that, prior to this, BAAB should agree up-to-date criteria for external examiner appointments, for the information of external organisations we may contact, and as a component of our own standards. The criteria below were subsequently approved by AC on 2nd June 2020. They are based on QAA guidance and good practice in institutions.

Person Specification

	Essential	Highly Desirable
Knowledge and qualifications		
Demonstrate relevant academic and professional qualifications to the course to be examined.	X	
Demonstrate a thorough understanding of the UK higher education sector		X
Experience & skills		
Demonstrate a high degree of standing, expertise and experience in some or all of acupuncture, other complementary therapies, education, biosciences/health sciences, to maintain comparability of standards, identify good practice and recommend enhancements to enable informed course development.	X	
Possess sufficient experience in quality assurance to enable them to discharge their role effectively.	X	
A proven record of recent external examining experience or comparable related assessment	X	

experience to indicate competence in assessing students in the subject area at Level 6.		
Possess a high degree of literacy and numeracy and be fluent in English, both written and oral.	X	
Be fully conversant in the use of Microsoft packages – Word, PowerPoint and Excel	X	
Personal		
Be legally entitled to work in the UK	X	
An ability to effectively communicate with a broad range of stakeholders.	X	
Declare any personal connections and any conflicts of interest with any candidate being examined.	X	
Demonstrate impartiality in judgement and should not have close involvement with the course provider in the last three years that might compromise objectivity, e.g. as a member of staff; a student; a member of the governing body; a near relative of an internal examiner; a clinical supervisor.		X
Meet the requirements of re-appointment i.e. a period of three years should have elapsed		X
Not be from the same course provider as the outgoing External Examiner.		X
No reciprocal external examining arrangements between course providers.		X
Hold no more than two external examiner appointments simultaneously.		X
Prior to appointment as an examiner have no more than three years break in working in a similar environment.		X

A team of External Examiners should *normally* satisfy the following criteria:

1. There should be at least two External Examiners, one of whom must be qualified and have extensive experience in acupuncture, and one of whom should have current experience working in a multi-disciplinary UK HE institution.
2. There should be an appropriate balance of expertise in any team of External Examiners.
3. They should be drawn from a variety of institutional and professional contexts and traditions in order that the course benefits from wide-ranging external scrutiny.
4. External Examiners with limited experience may be appointed if their presence is balanced by experienced External Examiners.
5. Appointments of External Examiners should be staggered, to ensure continuity.
6. There should, wherever possible, be no more than one External Examiner from any institution.