



Nottingham Trent  
University

Centre for Academic Development and Quality

# Information for External Examiners

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# 1. Welcome

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*A personal message from the Executive Dean of Learning and Teaching, Dr Kathy Charles*

Welcome to Nottingham Trent University (NTU), we are delighted to have you with us as External Examiners.

NTU is a large, diverse, and modern institution with a strong focus on social mobility. As part of my role as Executive Dean of Learning and Teaching, I have oversight for curriculum development, enhancement and innovation, and quality assurance.

At NTU we pride ourselves on our learning and teaching ethos. We are at the forefront of innovation in learning and teaching and are constantly striving to deliver the best experience and opportunities to our students.

Student 2025 is one such example, an intensive four-year research project running from 2021/22 to 2024/25, exploring 100 students' academic experience, social experience, and sense of belonging throughout their time at NTU. It aims to inform our work to address disparities in student outcomes, in line with our strategic priorities.

We nurture our staff too, evidenced by the work of the Trent Institute for Learning and Teaching (TILT) which hosts events and conferences throughout the year allowing our colleagues to take paid sabbaticals to develop specific ideas they have to improve learning and teaching here at NTU.

We are creating a University for the future with our *University, reimagined* strategy, a university that opens its arms to all, challenges conventions, and enriches the world around us. We empower our students to take control of their learning and, through our industry-focused courses, we enable them to experience life beyond the lecture theatre.

As you know, your principal role as External Examiner is to monitor the academic standards of the University's course(s), as well as the internal moderation and assessment processes. There are a range of enhancements and developments happening across NTU in order to meet the broader ambitions of the Strategic Plan; your School has been planning and working on these initiatives. External Examiners are crucial to ensuring that the education we provide here at NTU is of the highest quality and robust enough to be deserving of an NTU qualification.

Thank you again for agreeing to be one of our external examiners we look forward to working with you.

*Kathy Charles*

**Kathy Charles**  
**Executive Dean of Learning and Teaching**

## 2. Introduction

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Nottingham Trent University is a large, diverse and vibrant modern University that has an outstanding reputation in teaching quality. The University's origins can be traced to the Nottingham Regional College of Technology, the Nottingham College of Art and Design and the Nottingham College of Education. Trent Polytechnic was established in 1970 and renamed Nottingham Trent University in 1989.

The University has five campuses. The City Campus, the Clifton Campus and the Creative Quarter Campus are within the city of Nottingham. The Brackenhurst Campus, which was added in 1999 with the adoption of Brackenhurst College, is just outside Southwell, 12 miles from the city centre. The 'NTU in Mansfield' campus was set up during 2019/20 when NTU joined up with Vision West Nottinghamshire College and it is 14 miles north of Nottingham.

NTU has approximately 35,000 students, of whom approximately 4,500 are part-time. Undergraduates account for some 29,000 students and postgraduates for about 6,000. NTU is also involved in a substantial amount of collaborative provision.

NTU's Mission is 'to deliver education and research that shape lives and society'. NTU comprises ten schools:

- Nottingham Law School
- Nottingham Business School
- School of Social Sciences (including Nottingham Institute of Education)
- School of Architecture, Design and the Built Environment
- Nottingham School of Art and Design
- School of Arts and Humanities
- School of Animal, Rural and Environmental Sciences
- School of Science and Technology
- NTU in Mansfield, established in 2019/20, works in partnership with West Nottinghamshire College
- NTU Doctoral School

The Confetti Institute of Creative Technologies (CICT) based at the Creative Quarter Campus is now home to Further and Higher Education students who are starting their careers in the highly competitive fields of games, TV, film, music and live events production.

The management of academic matters at NTU rests with the Academic Standards and Quality Committee (ASQC) on behalf of the Academic Board. ASQC also oversees the appointment process for the recruitment of External Examiners and reviews annually the institutional-level issues arising from External Examiner reports. The Centre for Academic Development and Quality (CADQ) acts as the executive arm of ASQC. Amongst its responsibilities is the implementation of external examining policies and processes. Schools are responsible for the day-to-day liaison with External Examiners.

## 3. Protocols

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### **Contact with students**

In accordance with the Quality Assurance Agency for Higher Education (QAA) guidance, the University makes the name, position and institution of appointed External Examiners available to students in course and module information. Students are made aware that it is inappropriate for them to make direct contact with External Examiners, but in the event of any student making contact, External Examiners are asked to forward any correspondence to the University immediately.

### **Matters of Serious Concern**

External Examiners' reports should not include reference to any member of staff or student by name. External Examiners should also be mindful not to include any information in their reports which might indirectly identify a student or group of students, for example: through the use of quantitative or qualitative data in relation to disability.

If a matter of serious concern arises which, in the opinion of the External Examiner, requires an individual to be named, the External Examiner may do so in a separate confidential report submitted in writing to the Vice-Chancellor. Other matters of serious concern may also be reported in this way, and the confidential report will be seen as an additional report, separate from the routine report which will contain matters not deemed confidential.

If internal mechanisms for addressing such concerns have been exhausted without a satisfactory resolution, an External Examiner may find it appropriate to invoke the QAA's Concerns Scheme or to contact the relevant professional, statutory or regulatory body. Please note that the QAA scheme relates exclusively to systemic failings in an institution's management of standards and quality, not isolated cases of practice or personal grievances.

## 4. External Examiner Reporting

### Guidance Notes

External Examiners must report annually to the University using the online reporting system. These guidance notes provide instructions on completing this report:

### Accessing the report:

Type the following URL into the search engine:

<http://www.ntu.ac.uk/apps/casq/ee/ui/pages/extexaminer/login.aspx>

Or, go to the CADQ web page at: <https://www.ntu.ac.uk/m/external-examining-at-ntu>

You will then be able to click onto the [external examiner electronic report form](#); this will bring you onto the 'login screen'.

asq.eeonline@ntu.ac.uk'."/>

Login

Please enter your email address and password

Login

Email Address

Password

[Forgot your password?](#)

If you require any further assistance please telephone CADQ on +44 (0)115 848 8191 or email [asq.eeonline@ntu.ac.uk](mailto:asq.eeonline@ntu.ac.uk).

### 4.1 The Online Reporting System

You are required to complete a number of sections of the report. These are provided on separate electronic pages.

Each section has a set of questions to which you are required to respond 'YES' or 'NO' (on occasion you will have the option to select 'N/A') – these are marked with a red asterisk (\*). A response is required, and it will not be possible to submit the form unless all the questions have been completed.

The University extrapolates this quantitative data to assure itself that courses are meeting stated aims and learning outcomes and that we are maintaining the standards of our awards. You will also be required to enter the date of the examination board.

Given the importance of the report to the University, we would strongly request that after each section you provide a commentary, where appropriate. Your comments in relation to each of the sections are of particular interest and will be used by the University to inform both annual reports and Periodic Reviews. Where appropriate, you are also asked to highlight what you consider to be particular strengths and distinctive or innovative features, or weaknesses, in the course(s) examined.

You may find that there is some apparent overlap in a few of the questions you are asked in the report. We would like to advise that each section of the report seeks to raise slightly different considerations, i.e. standards, operation of assessment processes, quality of

learning, action taken on previous reports etc.

**External examiners' reports should not include reference to any member of staff or student by name. Please be mindful not to include any information in the reports which might indirectly identify a student or group of students, for example: through the use of quantitative or qualitative data in relation to disability.**

### When should I complete my report?

If possible, you should return your completed report **within 4 weeks of the Board of Examiners meeting**. Please note, you will not be able to log on and complete your report prior to your Board of Examiners meeting.

### Logging onto the system

You will have been notified of your username and password via email shortly after receiving your appointment letter. If you would like these details to be re-sent to you, please choose the 'forgotten your password?' option

**The username is the email address that you provided on your nomination form.** If your email address or personal details change i.e. you change your employer, correspondence address changes, please contact us via [asq.eeonline@ntu.ac.uk](mailto:asq.eeonline@ntu.ac.uk). Please note the username and password are case sensitive.

**Please note that the username for the on-line reporting system is different to the username that you will receive from our HR team.** When HR have completed your right to work checks, an NTU account is automatically generated by HR when your details are inputted into their system, you will be sent your username and instructions on how to set a password by HR. Please accept the computer use regulations within 60 days, or the account will be deactivated. This username will be required to access the NOW learning rooms for the course. NOW is the NTU Online Workspace – the University's VLE.

If you have any queries about your NTU account for accessing the NTU Online Workspace, please contact our Digital Technology support team – [support@ntu.ac.uk](mailto:support@ntu.ac.uk)

When you log onto the on-line reporting system you will be able to see historical reports from previous External Examiners for your course(s) if it is an already established course. Choose the course or courses that you are writing the report for. If you have any queries about the number of reports you are required to submit, please contact the Course Leader or your contact in the School (see 9-10 for details).

Now select the academic year for the new report. To do this, please select the appropriate reporting year from the 'dropdown' menu.

**Please remember to input the date of the Board of Examiners – the system will not allow**

**you to submit your report without this information.**

Using the progression bar as a reference, you will be able to identify which screens you have completed:

External Examiner's Report Log Out

[Back to history](#) [Print / Download report](#)

- ✓ Report Details
- ✗ Academic Standards
- ✗ Operation of the Assessment Processes
- ✗ Quality of Learning
- ✗ Action Taken on Points Raised in Previous Reports
- ✗ Operation of the External Examining Process
- ✓ Further Comments
- Submit

Required fields are marked with \*

If you have completed all the mandatory input fields of a screen, the related part will be 'ticked' on the progression bar. If you have missed a mandatory field, this will prevent you from submitting your report.

**Please note: There are specific questions for External Examiners in their first and final years of appointment and for those External Examiners at Validated Centres.**

If you need to leave the system, having only partially completed the report, please choose the Save button.

Operation of the Assessment Processes

Save
Go to submit

Previous
Next

**B.1** Were the assessment criteria, tasks and regulations made clear to you? \* ☐ YES ☐ NO

**B.2** Did you receive an appropriately comprehensive and representative sample of work, in order to reliably evaluate the standards set and achieved? \* ☐ YES ☐ NO

**B.3** Were the mark schemes and moderation systems sufficiently robust to secure consistency of marking, reliability of results and fairness for students? \* ☐ YES ☐ NO

**B.4** Were the processes for assessment, examination and determination of awards sound and fairly conducted? \* ☐ YES ☐ NO ☐ NA

You can submit your report once all parts on the progression bar are ticked.



**External Examiner's Report** Log Out

[Back to history](#) [Print / Download report](#)

- ✓ [Report Details](#)
- ✓ [Academic Standards](#)
- ✓ [Operation of the Assessment Processes](#)
- ✓ [Quality of Learning](#)
- ✓ [Action Taken on Points Raised in Previous Reports](#)
- ✓ [Operation of the External Examining Process](#)
- ✓ [Further Comments](#)
- [Submit](#)

Required fields are marked with \*

**Submit**

[Save](#)
[Submit](#)

[Previous](#)

Please check that you have completed all required (marked with a \*) questions within this report. The box at the top provides an 'at a glance' record of whether each section has been completed to enable the form to be submitted. If it is not ticked (✓), please return to that section and complete it.

Once the report has been successfully submitted, the following screen will appear:

**External Examiner's Report** Log Out

[Back to history](#) [Print / Download report](#)

- ✓ [Report Details](#)
- ✓ [Academic Standards](#)
- ✓ [Operation of the Assessment Processes](#)
- ✓ [Quality of Learning](#)
- ✓ [Action Taken on Points Raised in Previous Reports](#)
- ✓ [Operation of the External Examining Process](#)
- ✓ [Further Comments](#)
- [Submit](#)

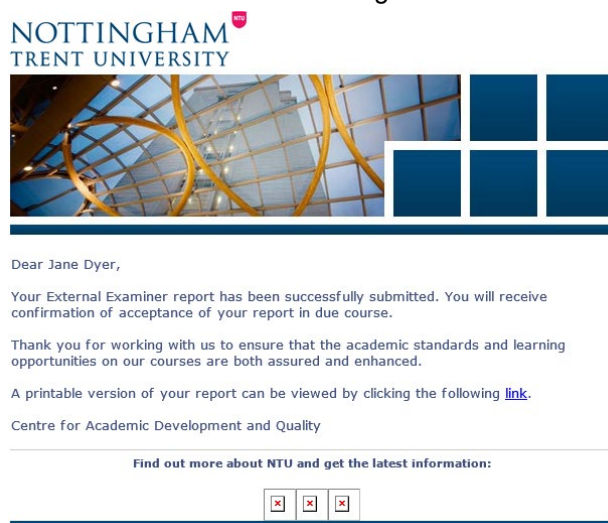
Required fields are marked with \*

**Submit**

[Previous](#)

Thank you for submitting your report.

You will also receive the following automatic email from the system:



The next time you log onto the reporting system you will be able to see the reporting history for the course, which shows previous reports submitted and the date they were submitted. Press the 'View' button to access any previous reports.

## 4.2 Payment of Fees

The School for which you are an external examiner for should provide you with forms to claim for your fee and expenses. You should complete these forms and return to the relevant School contact (see table below) with any receipts. Please note that your fee will not be paid until after you have submitted your annual report. **All queries regarding payment of fees should be directed to the appropriate School/Department contact (see table below):**

Nottingham Business School	Adam Cutts	<a href="mailto:Adam.cutts@ntu.ac.uk">Adam.cutts@ntu.ac.uk</a> 0115 848 4817
Nottingham Law School	LAWSASQC	<a href="mailto:LAWSASQC@ntu.ac.uk">LAWSASQC@ntu.ac.uk</a> 0115 848 6419
School of Animal, Rural and Environmental Sciences	Claire Sharpe	<a href="mailto:claire.sharpe@ntu.ac.uk">claire.sharpe@ntu.ac.uk</a> 0115 848 5250
School of Architecture, Design and the Built Environment	Sharon Scott	<a href="mailto:sharon.scott@ntu.ac.uk">sharon.scott@ntu.ac.uk</a> 0115 848 6835
School of Art & Design	Joanne Calvert	<a href="mailto:joanne.calvert@ntu.ac.uk">joanne.calvert@ntu.ac.uk</a> 0115 848 8432
School of Arts and Humanities	Joanne Henson	<a href="mailto:Joanne.henson@ntu.ac.uk">Joanne.henson@ntu.ac.uk</a> 0115 848 3265
School of Science & Technology	SSTADMCOORDINATORS@ntu.ac.uk	<a href="mailto:SSTADMCOORDINATORS@ntu.ac.uk">SSTADMCOORDINATORS@ntu.ac.uk</a> 0115 848 8380
School of Social Sciences	Luke Lowis-Dennis	<a href="mailto:luke.lowisdennis@ntu.ac.uk">luke.lowisdennis@ntu.ac.uk</a> 0115 848 3566
NTU Doctoral School	Christopher Barenberg	<a href="mailto:christopher.barenberg@ntu.ac.uk">christopher.barenberg@ntu.ac.uk</a> 0115 848 8123
Confetti Institute of Creative Technologies	Nat Goddard	<a href="mailto:nat.goddard@confetti.ac.uk">nat.goddard@confetti.ac.uk</a> 0115 9522075
Collaborative and Partnership (including Validation Services)	Collaborations and Partnerships Team	<a href="mailto:cadqpartnerenquiries@ntu.ac.uk">cadqpartnerenquiries@ntu.ac.uk</a> 0115 848 2547

**Please Note:** Nottingham Trent University issues worker contracts to all our external examiners. In line with Home Office Guide on Preventing Illegal Working and our obligations under the Immigration, Asylum and Nationality Act 2006, the University is required to conduct a Right to Work document check for all External Examiners before the commencement of their tenures. HR will contact you directly about the information that the University requires from you. For your information, a comprehensive list of relevant documents the University can accept as proof of eligibility to work in the UK can be found at:

[http://www.ntu.ac.uk/human\\_resources/recruitment\\_process/eligibility\\_to\\_work/index.html](http://www.ntu.ac.uk/human_resources/recruitment_process/eligibility_to_work/index.html)

## 5. Glossary of Acronyms

<b>NSA&amp;D</b>	Nottingham School of Art & Design
<b>ACAPSC</b>	Academic Collaborations & Partnerships Sub-Committee
<b>APSC</b>	Apprenticeship Portfolio Committee
<b>ADBE</b>	School of Architecture, Design and the Built Environment
<b>A&amp;H or AAH</b>	School of Arts & Humanities
<b>AFP</b>	Assessment and Feedback Plan
<b>AI</b>	Academic Irregularities
<b>AIPF</b>	Academic Irregularities Penalty Framework
<b>ALTC</b>	Annual Learning and Teaching Conference
<b>ARES</b>	School of Animal, Rural and Environmental Sciences
<b>ATL</b>	Academic Team Leader
<b>ASQC</b>	Academic Standards and Quality Committee
<b>CADQ</b>	Centre for Academic Development and Quality
<b>CICT</b>	Confetti Institute of Creative Technologies
<b>CAR</b>	Common Assessment Regulations
<b>CBA</b>	Computer Based Assessment
<b>CMS</b>	Course Management System
<b>CSQR</b>	Course Standards and Quality Report (replaced by ICR)
<b>CPSC</b>	Collaborations and Partnerships Sub-Committee
<b>CDP</b>	Course Development Plan
<b>ICR</b>	Interim Course Report
<b>DLHE</b>	Destinations of Leavers from Higher Education
<b>Design Sprint</b>	New model for course design (replaced DAG)
<b>EEAP</b>	External Examiner Appointments Panel

<b>EIA</b>	Equality Impact Assessment
<b>GBA</b>	Grade Based Assessment
<b>GOS</b>	Graduate outcomes survey
<b>HoD</b>	Head of Department
<b>Learning Room</b>	Specific areas within NOW focusing on courses or information
<b>LTM</b>	Learning and Teaching Manager
<b>NBS</b>	Nottingham Business School
<b>NEC</b>	Notification of Extenuating Circumstances
<b>NLS</b>	Nottingham Law School
<b>NOW</b>	NTU Online Workspace – The University's VLE
<b>NSS</b>	National Student Survey
<b>NTIC</b>	Nottingham Trent International College
<b>NTU</b>	Nottingham Trent University
<b>OD</b>	Organisational Development
<b>DVC, SPVC &amp; PVC</b>	Deputy Vice-Chancellor, Senior Pro Vice-Chancellor and Pro Vice-Chancellor
<b>PCR</b>	Periodic Course Review
<b>PR</b>	Periodic Review
<b>PRDR</b>	Periodic Research Degrees Review
<b>PSRB</b>	Professional, Statutory and Regulatory Bodies
<b>PTES</b>	Postgraduate experience survey
<b>OfS</b>	Office for students
<b>QAA</b>	Quality Assurance Agency for Higher Education
<b>QH</b>	Quality Handbook
<b>QHS</b>	Quality Handbook Supplement
<b>R4R</b>	Request for Reconsideration
<b>RPL</b>	Recognition of prior learning
<b>SAIP</b>	School Academic Irregularities Panel
<b>SASQC</b>	School Academic Standards and Quality Committee
<b>SCALE-UP</b>	Student-Centred Active Learning Environment with Upside-down Pedagogies - an initiative aimed at bringing more of the 'information passing' of traditional lecturing online, allowing teaching staff to focus more on group and collaborative work in person
<b>SCITT</b>	School Centered Initial Teacher Training
<b>SQEP</b>	School Quality and Enhancement Plan
<b>SPUR</b>	Scholarship Programme for Undergraduate Researchers
<b>SRDC</b>	School Research Degrees Committee
<b>SSQM</b>	School Standards and Quality Manager
<b>SSS or S3</b>	School of Social Sciences

<b>SSS</b>	Student Support Services
<b>SST or S&amp;T</b>	School of Science & Technology
<b>S4A/SfA</b>	Success for All
<b>TEL</b>	Technology enhanced learning
<b>TILT</b>	Trent Institute for Learning and Teaching
<b>UET</b>	University Executive Team
<b>URDC</b>	University Research Degrees Committee
<b>VLE</b>	Virtual Learning Environment
<b>WCA</b>	Whole course assessment
<b>X-SASQC</b>	Cross-School Academic Standards and Quality Committee

## 6. Useful Resources

All NTU regulations are published in the Quality Handbook that can be found on [the NTU webpages](#), the handbook is updated annually.

Your role and responsibilities as an external examiner are set out in the University's Quality Handbook, Section 9, policies related to assessment can be found in Section 15 and the Common Assessment Regulations for all awards in **Section 16**.

Quality handbook Section 17A provides details about notification of extenuating circumstances, Section 17B about academic appeals and Section 17C about academic irregularities.

This is the link to the online reporting page:

<http://www.ntu.ac.uk/apps/casq/ee/ui/pages/extexaminer/login.aspx>

If you have any queries regarding online reporting or your external examiner role please contact the quality team at: [adq.eeonline@ntu.ac.uk](mailto:adq.eeonline@ntu.ac.uk)

[Student code of behaviour](#)

[QAA UK Quality Code, Advice and Guidance: External Expertise](#)

[Advance HE's handbook – Fundamentals of External Examining](#)

[Office of the Independent Adjudicator \(OIA\)](#)

[Office for students \(OfS\)](#)