

External Examining Procedure (ED-SOP-080)

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Department	Education Development
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Approving Body	Academic Board
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Related Documents	<p>ED-Pol-076 – Assessment Policy</p> <p>ED-SOP-077 – Assessment and Grading Procedure</p> <p>ED-SOP-079 – Programme Exam Board Procedure</p> <p>ED-GL-061 – RCPI Teaching, Learning and Assessment Framework</p>

1. Appointment of the External Examiner

1.1 The Programme Board nominates the External Examiner for consideration and approval by the Academic Board.

1.2 The nominee must satisfy the following requirements:

- Have educational and assessment expertise
- Have experience of assessment of a similar learner group at the same level
- Be an appropriately qualified subject matter expert
- Have experience of similar programmes offered in Ireland or similar programmes offered in another jurisdiction.
- Have no conflict of interest.

1.3 If the nominee is approved by the Academic Board, the assigned Education Specialist will meet with the nominee to

- Arrange the formal appointment with a Letter of Engagement.
- Provide documentation regarding the organisation, Teaching, Learning and Assessment Framework (ED-GL-061) and the individual programme.

2. Role of the External Examiner

2.1 The external examiner is a relevant expert, external to RCPI who will:

- Review the appropriateness of the minimum intended programme learning outcomes (MIPLOs) and other programme objectives.
- Ascertain the attainment of learners and whether the MIMLOs and MIPLOs have been achieved.
- Compare and contrast both the MIPLOs and the actual attainment of learners with the relevant award standards, with the NFQ and with corresponding data from other programmes in the same discipline in other higher education institutions in Ireland and other jurisdictions, as relevant.
- Review the appropriateness of the programme assessment strategy, the assessment procedures and consider module assessment strategies.
- Determine whether the applied procedures for assessment are valid, reliable, fair and consistent.
- Review key assessment tasks prior to their assignment considering the programme and module assessment strategies and learners' prerequisite learning.
- Report findings and recommendations to RCPI.

2.2 When moderation is complete the Education Specialist shares a sample of assessments with the External Examiner for review. Other documents that are shared include the marking scheme/rubrics.

- 2.3 The External Examiner reviews the documentation and marking to establish if learners have demonstrated achievement of MIMLOs.
- 2.4 The External Examiner may make a recommendation for grade changes which are considered by the Programme Exam Board.
- 2.5 The External Examiner completes the [External Examiner Report \(ED-T-081\)](#).
- 2.6 The External Examiner's report of their findings should typically include the following:
- The evidence considered — including meetings and interviews with learners, academic staff and others.
 - The appropriateness of RCPI's MIPOs in light of the external examiner's experience and having regard to the relevant award standards and the National Framework of Qualifications (NFQ).
 - The external examiner's perception of the actual attainment of learners.
 - The external examiner's opinion of the quality of the programme (its teaching and learning environment and its processes, as distinct from the MIPOs addressed , citing strengths and areas for improvement.
 - The quality of the assessment instruments (strategy, examination papers, dissertation guidelines etc.) and grading rubrics/schemes etc.
 - The fairness, consistency and fitness for purpose (valid, reliable, authentic, robust) of assessment procedures.
 - The reliability of the RCPI's benchmarking of its assessment procedures.
 - Appropriate national and international comparisons.
 - Any substantial concerns (even if they have already been communicated verbally) so that these may be addressed and followed up by RCPI
 - Evidence concerning the extent to which teaching, learning and assessment arrangements have changed in response to the feedback provided by previous external examiners' reports.
 - Progress on recommendations in recent external examiner and other relevant reports on the programme.
- 2.7 The completed [External Examiner Report \(ED-T-081\)](#) is submitted to the Education Specialist.
- 2.8 On receipt of the External Examiner report, the content is considered by the Programme Exam Board.
- 2.9 Any required changes are actioned by the Programme Board in collaboration with the Education Specialist.