

Institutional External Examiner (Taught Programmes) – Role Specification

Purpose of the Role

To provide independent, data led external scrutiny of the institution's undergraduate and taught postgraduate programme's academic standards by reviewing degree outcome trends, grade distribution patterns, module level mark profiles, and comparisons with sector benchmarks. The role will not include the review of research degrees.

This role ensures that institutional outcomes remain credible, consistent, and aligned with sector expectations based on longitudinal evidence provided in Degree Outcomes Statements and associated datasets.

Key Responsibilities

1. Institutional Outcomes Review

- Analyse degree classification trends at institutional level to identify patterns, anomalies, and shifts over time.
- Provide commentary on the credibility of grade-distribution patterns, including sudden spikes, dips, or clustering.
- Target deep dives into high risk areas – such as high rates of first class awards, and newly validated awards.

2. Module-Level and Programme-Level Data Analysis

- Examine module-level mark profiles to identify inconsistencies across cohorts or assessment types.
- Identify modules or programmes with unusual outcome patterns requiring further internal review.
- Consider whether rounding rules are clear, consistently applied and aligned with sector norms.

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- Provide external scrutiny of whether calibration is appropriate and effective.

3. Sector Benchmarking

- Compare institutional performance against sector benchmarks.
- Highlight areas where the institution's outcomes require further contextual explanation.

4. Review of Algorithms and Regulatory Application

- Evaluate classification algorithms to identify cases where they produce unusual or disproportionate outcomes or drive classification inflation.
- Provide independent assurance that assessment and classification regulations are being applied consistently.
- Assess whether degree classification algorithms and outcomes operate equitably across different student characteristics.

5. Analysis & Institutional Insight

- Review outcomes datasets, including the University's Degree Outcomes Statement, to assure that the data and narrative align and trends are appropriately explained.
- Provide independent commentary on year-on-year consistency in standards.
- Review samples of student work.
- Review samples of External Examiner reports

6. Academic Governance Contribution

- Review policies, procedures and regulations regarding assessment, progression and award.
- Produce an Annual Report to the Quality Standards and Enhancement Committee (QSEC) and Academic Board on risks, improvements, and findings from institutional outcomes data.
- Contribute expert data-led insight to quality assurance and enhancement processes.

Person Specification

Essential

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- Currently hold senior academic experience (examples Dean, Senior Professor etc) with substantial involvement in quality assurance and assessment oversight in a UK Higher Education Institution.
- Experience contributing to or reviewing Degree Outcomes Statements.
- Expertise in interpreting student-outcomes datasets, including mark distributions and classification patterns.
- Have significant experience in the management of academic quality and standards, and preferably of work to assure successful outcomes for all students.
- Familiarity with sector benchmarks, sector benchmarks for degree classifications, and algorithmic frameworks used in UK HE.
- Ability to provide clear, evidence-driven commentary on standards, credibility of outcomes, and data irregularities.
- Experience as a Chief/Institutional External Examiner or chair of assessment boards.

Desirable

- Quantitative analysis experience and understanding of statistical approaches used in education data.

Tenure and Time Commitment

- Appointment typically for 2 – 4 years.
- Expected to review semesterly datasets, Degree Outcomes Statements, relevant regulatory documentation, and provide one formal annual report, with additional input as required.

Remuneration

£1,200 per year paid on the submission of an annual report.

Conflicts of Interest

Due to this being an external role, University of the Built Environment is unable to appoint someone who has close professional, contractual or personal relationship with a University of the Built Environment or London School of Architecture (LSA) member of staff or student on the programme concerned or someone who is or has been in the last five years a:

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- member of the University of the Built Environment Board of Trustees or deliberative committee;
- University of the Built Environment or LSA employee including an Associate Tutor;
- University of the Built Environment or LSA student.

We are also unable to appoint those based overseas and / or without the right to work in the UK.

Please see the [University of the Built Environment External Examining Policy \(opens a new window\)](#) for more details about the role.

Induction and support is provided as required.

If you are interested or would like to discuss further, please contact externalexaminers@ube.ac.uk