

External Examiner Policy

Purpose of Document: This framework sets out the Institute’s approach to external examining of its academic and clinical programmes to ensure its awards are comparable to those of other higher education providers meeting sector wide standards.

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Abbreviations

CEE	Chief External Examiner
EE	Programme External Examiner
MEE	Module External Examiner

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Section 1: Introduction

1.1 This policy is intended for use by all staff involved in the selection and nomination of External Examiners (EEs).

The Education Committee, for monitoring, and the Academic Board, for oversight, require that the following criteria should be applied to potential EEs on all taught programmes.

EEs are central to the Metanoia Institute's quality assurance and enhancement procedures. Their role is to act as independent moderators, consider student attainment overall with impartiality, and serve as one of the main safeguards for maintaining nationally comparable standards.

The EE annual report is not a standalone process, the reporting feeds into and informs the overarching Metanoia Annual Monitoring Framework (link to add) and Middlesex University Education Monitoring Enhancement Report. EE annual reporting is monitored by the Education Committee with oversight of the Academic Board.

The Institute takes account of and ensures compliance with the regulatory requirements contained in the Office for Students Regulatory Framework¹ for higher education in England.

External Reference Points

Metanoia considers its arrangements for external examining to be an integral part of the quality assurance systems it employs to ensure it meets the Office for Students' ongoing Conditions of Registration.

They are of particular importance in relation to the following Conditions for Quality and Standards:

- B1 The provider must deliver well-designed courses that provide a high quality academic experience for all students and enable a student's achievement to be reliably assessed.
- B4 The provider must ensure that qualifications awarded to students hold their value at the point of qualification and over time, in line with sector recognised standards.
- B5 The provider must deliver courses that meet the academic standards as they are described in the Framework for Higher Education Qualification (FHEQ) at Level 4 or higher.

The impartiality of EEs is paramount to ensuring equity for students and ensuring the fair application of the Institute's and Middlesex University Regulations, and this is confirmed by their annual reports. EEs confirm the integrity and rigor of assessment practices. EEs also

¹ [Office For Students Regulatory Framework](#)

comment on good practices and make recommendations for enhancement. The QAA Quality Code² for HE Advice and Guidance section on External Expertise identifies guiding principles for an external examining process to use external experts to provide impartial and independent scrutiny, have impartial and informative comment(s) on academic standards, student achievement and assessment processes, have effective nomination processes for EEs, ensure roles and responsibilities are clearly set out for EEs, staff and other stakeholders, appropriate training is provided and have effective mechanisms to be able to respond appropriately to EEs.

All taught programmes will have an EE allocated to them; this includes Metanoia-validated programmes and Middlesex University-validated and Joint programmes, the system applies to all FHEQ Levels³.

The final outcomes of external examining are:

- (a) Approval of results as in line with sector-recognised standards.
- (b) Agreement that results have been reliably arrived at through the student's own work.
- (c) Recommendations for enhancing the academic provision and the student experience.

1.2 Purpose

The purpose of the external examiner system:

- i. To help ensure that all Metanoia Institute awards and externally validated and joint programmes meet the standards expected by the Institute and align to the standards of similar awards across the UK higher education sector

and,
- ii. To provide an external evaluation of the effectiveness of academic regulations and the consistent and fair application of those regulations and associated processes and procedures.

1.3 Externality

The Institute will include input and judgments from those external to the Institute within its quality assurance and enhancement processes including but not limited to validation, review, external examining and audit to ensure comparability of standards with other UK higher education providers.

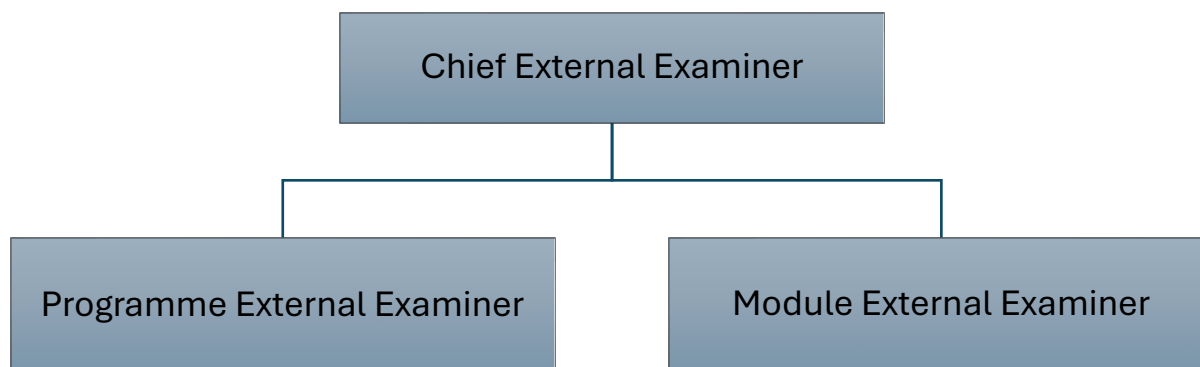
The Institute takes account of and ensures compliance with the regulatory requirements contained in the Office for Students Regulatory Framework⁴ for higher education in England.

² [QAA Quality Code](#)

³ [the-frameworks-for-higher-education-qualifications-of-uk- ...](#)

⁴ [Office For Students Regulatory Framework](#)

Section 2: External Examiner Model



2.1 CEE Responsibilities:

- The CEE's role shall be primarily to coordinate and advise the team of EEs, who retain their independence and autonomy.
- The CEE shall be involved in the Programme Assessment Board meetings held online; they shall receive copies of the Board meetings electronically.
- While the CEE shall be expected to comment on overall grade profiles from the Programme Assessment Boards and other matters, they shall not normally propose individual modifications of grades.
- The CEE shall be a signatory to the final Conferment Lists produced by Programme Assessment Boards; this can be received electronically via email.
- The CEE shall be involved in the resolution of borderline cases or other matters signaled as requiring further consideration by Programme Assessment Board.
- The CEE shall also receive copies of the responses to external examiners' reports;
- The CEE shall submit an Annual Report (on the provided template) giving an overview incorporating themes arising from the annual external examiner reports from the perspective of the CEE role.
- The CEE to act as a mentor for less experienced external examiners.

In addition to the above, from time to time we may ask the CEE to act as a mentor to newly appointed examiners. This is not intended to be an onerous task, and it is hoped that the CEE will be able to offer further support to the new examiner, attend the same assessment board and be available via email or the telephone to answer any queries.

2.1.1 CEE Role Criteria:

- Have **extensive** knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
- Both the level and the subject of the external examiner's qualifications should normally match the level of the programme(s) being examined. The CEE role will examine programmes up to doctorate level, therefore, will require a qualification or working towards a doctorate in a relevant subject.

- Have appropriate professional/academic standing, expertise and breadth of experience to be able to maintain comparability of standards. Standing, expertise and breadth of experience may be indicated by:
 - The present (or last, if retired) post and place of work.
 - The range and scope of experience across higher education/ professions.
 - Current and recent active involvement in research/ scholarly/ professional activities in the field of study concerned.
 - Familiarity with the standard to be expected of students to achieve the award which is to be assessed.
 - Awareness of current developments in the design and delivery of relevant curricula.
 - Competence and experience relating to the enhancement of the student learning experience.
- Have extensive recent external examining, or comparable related experience, to indicate competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures.
- Extensive Experience of internal moderation or verification of assessment within a university context.

2.2. Programme EE Responsibilities:

- Advising and guiding as necessary on individual cases, reviewing student profiles and exercising discretion. Adjudication does not mean take the role of a third marker; scenarios EEs might be asked to adjudicate on include (among others) when there is a conflict between markers, or when a student raises a concern or appeal relating to marking or moderation outside of academic judgment.
- External examiners are not employed as a 'third marker' and programme teams must not try to utilise them in this fashion.
- Advising and guiding on any moderation of module marks and to confirm all module marks awarded.
- Confirming internal assessment processes within modules and programmes.
- Raising any issues of concern for debate.
- Advising on curriculum and assessment design and change.
- Moderating assignments, examination questions and dissertations.
- Sampling students' assessed work and sampling the assessment of student work and moderating as necessary.
- Conducting viva voce examinations in cases where this is deemed necessary by the relevant assessment board.
- Considering performance indicators relating to modules and programmes with which she/he is associated.
- Auditing and confirming the rigor of assessment practices and protocols adopted by the board.
- Considering and advising on the comparability of standards where modules and programmes are delivered at more than one location.
- At undergraduate level focusing on levels 5 and 6 modules and programmes, but sampling and auditing the level 4 work of the subject to an extent necessary to ensure that it provides an adequate preparation for level 5 modules within the subject. Postgraduate EE's focus on the whole programme.

- Reviewing and confirming progression decisions and recommendations for the award of qualifications.
- Confirming the standards achieved by students on programmes.
- Advising when required in relation to aggregate awards and similar exceptional student cases.
- Reporting on the above verbally at relevant Assessment Board meetings and in a written report.

An EE's academic/professional qualifications should be appropriate to the programme to be examined. In some cases, the statement of practical skills/achievement may be relevant. Both the level and the subject of the examiner's qualifications should normally match what is to be examined in the programme. Sufficient detail should be given so that the relevance of qualifications held to the subject(s) to be examined can be clearly seen.

If the EE has no previous/ recent external examining experience at the appropriate level, the nomination should be supported by evidence of:

- Other types of 'externality' (e.g. as a PSRB auditor/ accreditor).
- Significant experience of internal moderation or verification of assessment within their home institution. If there is no evidence of this, make clear in the nomination the mentoring arrangement that will be put in place; what this could look like: shadowing a current EE from a related programme or support from the CEE.

Make clear on the nomination form the rationale for the nomination and the arrangements for additional support if the nominee does not have the relevant experience.

2.2.1 Programme EE Role Criteria:

- Have knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
- Both the level and the subject of the external examiner's qualifications should generally match what is to be examined in the programme. For example, if examining a Masters programme, qualification at Masters level will be required.
- Have appropriate professional/academic standing, expertise and breadth of experience to be able to maintain comparability of standards. Standing, expertise and breadth of experience may be indicated by:
 - The present (or last, if retired) post and place of work.
 - The range and scope of experience across higher education/ professions.
 - Current and recent active involvement in research/ scholarly/ professional activities in the field of study concerned.
 - Familiarity with the standard to be expected of students to achieve the award which is to be assessed.
 - Awareness of current developments in the design and delivery of relevant curricula.
 - Competence and experience relating to the enhancement of the student learning experience.
- Have recent external examining, or comparable related experience, to indicate competence and experience relating to designing and operating a variety of assessment

- tasks appropriate to the subject and operating assessment procedures.
- Experience of internal moderation or verification of assessment within a university context.

2.3.1 Module EE

The MEE will be introduced from academic year 2026-27 aligning with the Office for Students implementation of lifelong learning⁵, which takes a modular approach to study. The role is similar to the Programme EE, but with a specific focus a given module of study.

Module EE responsibilities include:

- Providing advice and feedback on the form and content of all proposed assessments for their allocated modules before they are given to students to help inform the University's practice as it occurs and to ensure that assessment methods are appropriate and effective.
- Confirming academic standards at module level as directed by the University, by moderating student work online or on-site before the relevant PAB.
- Confirming module assessment marks by providing a written statement to the PAB following moderation.
- Submitting an annual written report, with informative comments, on the template provided.
- Advising on proposed module modifications and new modules as they arise.
- MEEs have the right to request the moderation of marks awarded by the internal examiners but cannot suggest changes to individual marks.

If you have any queries, please contact Quality (quality@metanoia.ac.uk)

2.3 Condition of employment:

The nominee must provide evidence confirming they are eligible to work in the UK, the evidence must be provided along with the nomination form and CV. Failure to produce a valid document will result in the rejection of the nomination. Please refer to the government agency site for up to date guidance [Link](#).

Metanoia is required to have sight of original documentation to substantiate right to work in the UK. Refer to Appendix: 9 for guidance.

Section 3. Conflicts of Interest to consider before submission of nomination.

3.1 EEs should be drawn from a wide variety of institutional and/or professional contexts and traditions so that the programme benefits from wide-ranging external scrutiny.

All external examiners should be impartial in judgement and should not have previous close involvement with Metanoia Institute which might compromise objectivity.

⁵ [Lifelong Learning Entitlement - Office for Students](#)

Therefore, the Institute will **not** normally appoint nominees in the following categories/circumstances:

- Anyone with a close contractual or personal relationship with a member of staff or student involved with the programme of study.
- Personally associated with the sponsorship of students.
- Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study.
- Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question (subject external examiners only).
- Anyone significantly involved in recent or current substantive research activities with a member of staff.
- Former staff or students of the Institute unless a period of five years has elapsed, and all students taught by or with the nominee have completed their programme(s).
- More than one external examiner from the same department of the same institution.
- A replacement external examiner from an institution that has been the source of external examiners in the last five years.
- Reciprocal external examining between Programmes or departments in two institutions.
- Involved in the development of the programme or its component parts, for example as an external consultant.
- Employed by one of the partner institutions (variation to this rule for Middlesex programmes will be considered).
- Employed by any provider at which the programme is (sub-)delivered.
- Likely to be involved with student placements or training in the examiner's organisation.
- Involved in teaching or delivery of seminars or lectures.
- In a position to influence significantly the future employment of students on the programme.
- Required to assess colleagues who are recruited as students to the programme.
- An EE must have sufficient time to dedicate to their external examining duties. Therefore, a subject external examiner should normally not hold more than two external examiner appointments (including their appointment at the Institute) at any point in time. If the examiner appears to exceed this norm, the proposer must provide supporting information on the nomination form. For example, the phasing of assessments alleviates the workload during an academic session.

Exceptionally there may be occasions where not all the above criteria can be met. Requests for any variations from the above criteria must be discussed with and approved by Quality.

To remain independent and impartial, an EE should not undertake any other additional work for the Institute, which is not within the remit of their external examiner role. If an external

examiner undertakes any additional work for the Institute that is outside of their remit without approval by Quality their appointment may be terminated. EEs may be used as an external panel member or external subject expert capacity for some 'low risk' validation activity, subject to approval by Quality.

An EE may be reappointed but only after a period of five years or more has elapsed since their last appointment.

Section 4. External Examiner Nomination and Process

- 4.1 Please note: The nomination criteria for the appointment of EEs include academic/professional qualifications, appropriate standing, expertise and experience to maintain comparability of standards, recent external examining or comparable related experience to indicate competence in assessing students in the Subject area.
- 4.2 The Head of Programme is responsible for identifying suitable EEs and following the nomination process by completing the required documentation for submission to Quality.
- 4.3 Quality manages and co-ordinates the EE nomination process.
- 4.4 The documentation required for the nomination process: the relevant nomination form and the nominees CV. Please **note** there are two types of nomination templates, in-house for Metanoia validated programmes and Middlesex University for all other programmes. Both can be located on the Quality SharePoint; if you have any queries, please contact Quality (quality@metnaoia.ac.uk)
- 4.5 The nominations for the Metanoia suite of programmes must be approved by the Education Committee. The committee sits four times per academic year (October, January, April and May).
- 4.6 For nominations for Middlesex University validated and joint programmes, the nomination will be submitted by Quality to Middlesex University for consideration through their quality process; the nomination outcome can take up to one week, this is for guidance only.

Please submit the completed EE nomination form and nominee's CV by email to Quality (quality@metnaoia.ac.uk)

- 4.7 Good practice is for a nominee to be sought and approved, at the very latest, by June of the previous academic year to when the existing external examiner's tenure expires; for example, if the EE tenure expires AY 24-25, the nomination would be submitted by May AY23-24.

Section 5. External Examiner Appointment and terms of tenure

- 5.1 The Education Committee is responsible (on behalf of the Academic Board) for the monitoring of all external examiner appointments. Appointments will be for a period of four years and typically commence on the 1st of October ending the 31st September (the timing ensures continuity for cohorts, the schedule of the last Assessment Board for the academic

year is September).

- 5.2 Once a nomination has been approved a letter of appointment together with links to supporting information, including the previous external examiner's annual report, the Metanoia Quality Standards Manual, Academic Regulations and the Programme Handbook, are sent to the external examiner by Quality for in-house programmes and Middlesex University for externally validated and joint programmes. The new EE will be reassured, via the appointment letter, that support will be available at local level by the CEE and course team and centrally by Quality.
- 5.3 The Registrar in liaison with the Chair of the Institute's Assessment Board will send operational information relating to the assessment and progression boards and confirm details for administrative liaison and timescales for the year, through discussion with the relevant Academic Coordinator.
- 5.4 Quality will share the nomination outcome with the relevant Head of Programme/academic lead, Registrar and Head of Operations, to organise a Metanoia Institute email account.
- 5.5 The new EE will be advised to reach out to their key contact in the course team, the CEE, the Head of Programme or Quality, which is noted in the appointment letter, to raise any queries or concerns they may have. The new EE will also be required to attend a Metanoia induction remote event, involving an introduction to external examining, roles and responsibilities, assessment regulations, reporting and administration, and a course level remote induction where they will meet the course team and agree the schedule of work.
- 5.6 EEs will be aligned to a programme, or programmes, the number of programmes will be determined by volume of modules and specialist knowledge required.
- 5.7 The Annual Report template will be sent to the EE by Quality for in-house programmes annually in June and for Middlesex University validated or joint programmes, Middlesex University will circulate templates annually aligned with contractual terms, typically in June. The last assessment board meets in September and it is expected to receive the annual report one week from the meeting date.
- 5.8 For both Metanoia and Middlesex terms of tenure, the annual payment is paid to the EE on receipt of the annual report; the fees are detailed in the appointment letter relevant to each institution, current fees:
 - Middlesex University fee AY24-25: £500.
 - Metanoia Institute EE fee: AY 24-25: £625.
 - Metanoia Institute CEE fee: AY 24-25: £1600

Please note that evidence confirming the External Examiner's eligibility to work in the UK **must** be provided upon request. Failure to produce a valid document will result in the rejection of the nomination.

Section 6: Tenure Extension Requests

6.1 EEs are normally appointed for a four year period. Thereafter, in exceptional circumstances extensions are limited to a maximum of a 1-year term however; exceptional extensions of appointments may be requested beyond the 1 year. Exceptional extensions, for more than 1 year, will be considered where a programme is ending, extensions may be granted so the EE is able to see out the programme(s) and maintain quality of provision for the remaining students.

Where a standard 1 year EE extension is required, for in-house programmes a rationale should be submitted in advance to Quality (quality@metanoia.ac.uk), on the relevant Metanoia extension request template, accessed on the Quality SharePoint, to arrange for consideration by the Education Committee.

6.2 For programmes that are externally validated by Middlesex University, a rationale should be submitted in advance to Quality (quality@metanoia.ac.uk) on the relevant Middlesex University template accessed on the Quality SharePoint.

6.3 In all cases, the Head of Programme and EE will be notified of the extension approval by letter sent via email.

Section 7: External Examiners' Induction

7.1 All new examiners will be invited to attend either the Institute's or Middlesex University induction event. The induction event does not replace local induction for subject external examiners by the Head of Programme.

7.2 The Head of Programme must arrange an induction meeting with the external examiner to agree a schedule of work for the first year of appointment, which allows the external to carry out an audit of the particular assessment scheme in operation. Time should be allowed for consultation with the examiner before assessments are due to take place, with a view to a clear understanding being reached of methods and procedures of assessment.

7.3 Good practice is for a nominee to be sought and approved, at the very latest, by June of the previous academic year to when the existing external examiner's tenure expires; for example, if the EE tenure expires AY 24-25, the nomination would be submitted by May AY23-24.

Section 8: Assessment Board

8.1 The primary purpose of the Assessment Board is to formally confirm the award of marks; to make decisions in relation to student progression between levels of study and agree awards and classification decisions; discuss individual cases that cannot be dealt with by routine protocols; to review and quality assure student performance at module and programme

level.;

8.2 The CEE and EEs are present at the meeting of the Programme Award Board (PAB) to confirm to the PAB that assessment is at an appropriate level and appropriate to the subject, and that students' work has been fairly marked. Examiners also provide assurance that the processes for progression of students and for determining awards have been appropriately and consistently applied.

8.3 Some programmes are professionally accredited and have additional regulations. Where this is the case the assessment board ensures that these PSRB requirements are fully adhered to.

8.4 The minutes of the relevant PABs should be sent to its members as a matter of course within 4 weeks of the board date.

8.5 Attendance requirements for the Assessment Board

EEs are required to attend each of the three PABs held over the course of the academic year; which is, typically, February, June and September, to provide a verbal report. Each meeting is held online via MS Teams.

When an EE is unable to attend an assessment board, they must contact the Registrar (registrar@metanoia.ac.uk) to inform them of their absence and to arrange alternative means to input into the meeting, which is typically to provide a written summary report on the appropriate template provided by Registry.

Section 9: Meeting with students

9.1 Metanoia consider student input to be important contextual information for external examiners to assess the quality and standards on a programme of study. As such, EEs are encouraged to discuss with the programme team whether it is beneficial for them to meet with students. There is no formal requirement for examiners to do this, however, they should be provided with the opportunity to engage with students where this is deemed appropriate by the board or the programme team. This will in part be determined by the nature of the discipline and assessment methods. EEs can find it useful to meet with students in order to assist in evaluation of the appropriateness of assessment methodologies, as well as to assist them in forming a view on standards and on quality of delivery.

Where EEs do meet with students the focus of discussion should be on the students' experience of learning and assessment. Questions might include:

- Are students made aware of the overall outcomes for the programme?
- Are timetables and workloads appropriate?
- Do students feel they are being challenged?
- Do students know how they are doing?
- What feedback do students get on their progress and does it help them improve?
- Are the library and IT facilities reasonable?
- What are the programme strengths and are there any other areas for improvement?

9.2 The EE is expected to exercise judgement when reporting on student views, and interpret them against their wider knowledge of the programme. Students should be encouraged to support and illustrate their views with examples of practice.

9.3 If an EE has met with students as part of their engagement with the programme, they should provide their feedback in brief in their annual report to allow for Metanoia to act on any key findings.

Section 10: External Examiner Annual Reports

10.1 The Institute regards the EE's annual report as a critical part of its quality assurance and enhancement procedures. Themes from the annual report inform Metanoia annual quality monitoring, and the Education Monitoring and Enhancement Report (EMER) required by Middlesex University, our degree awarding body. Quality receives the annual reports and produces an overview summary for monitoring by the Education Committee with oversight by the Academic Board.

10.2 EEs, as part of their contract with the Institute and Middlesex University, are required to submit an annual report to Quality (quality@metanoia.ac.uk) for Metanoia programmes and Middlesex University for validated and joint programmes on the report template located on the Quality SharePoint for Metanoia templates, Quality will also circulate via email, and Middlesex University templates will be issued and circulated by the University; if a report is not on the supplied template, it will not be accepted. In addition to responses to key questions about standards, processes and procedures, EEs are also asked to detail any areas that require attention, good practice and/or recommendations for enhancement.

10.3 Annual reports will be regarded as a public document within the Institute and form part of the documentation for Student Voice Committee meetings, substantive review panels and professional and/or regulatory bodies. Individual students can also make an email request to Quality (quality@metanoia.ac.uk) to receive a copy of an annual report and the corresponding response relating to their programme.

10.4 If necessary, EEs can submit a separate confidential letter to the Director of Education; the confidential letter should be submitted in addition to the annual report, but the latter can refer to the fact that a confidential letter is also being sent without disclosing the details. An acknowledgement letter will be sent to the examiner within one week of receipt of the letter. The examiner will receive a formal response, following a detailed investigation into the matter, within four weeks of receipt of the letter.

Section 11: Feedback to External Examiners

11.1 The Head of Programme/academic lead should discuss any issues arising from the EE's audit of student work and the annual report appropriately during the academic year. This could be at the annual schedule of work meeting or at other designated points in the year through correspondence, meetings or calls.

11.2 If an annual report highlights any issues of serious concern, Quality will alert the Director of Education and write to the relevant Head of Programme/academic lead copying in the relevant Associate Director for an urgent response to the EE annual

report for approval by the relevant Associate Director and Director of Education. If necessary, a separate letter will also be sent to the EE from the Director of Education; the Director of Education may instigate an investigation to be conducted by Quality.

11.3 Each annual report requires a response produced by the Head of programme/ academic lead using the relevant template located on the Quality SharePoint, Quality will also circulate via email, for Metanoia templates and Middlesex University will be issued and circulated by the University; the response is required to be submitted to Quality (quality@metanoia.ac.uk), no later than 4 weeks from receiving the report. Quality will forward the response to the relevant EE and if reporting comes under the domain of Middlesex University, a copy of the response will be submitted to Middlesex University.

Appendices: 1 - 8

Templates

Appendix 1: External Examiner Nomination form for MI programmes

This form is located on the Quality SharePoint.

This form **must** be used to propose a new appointment for an External Examiner. The completed form should be submitted, six months before the proposed start of the period of tenure.

The nomination **must** be proposed by the Head of Programme/academic and signed off by the appropriate Associate Director before submitting to Quality (quality@metanoia.ac.uk) , who will complete a diligence check before the commencement of the formal governance process for approval.

Please complete all sections, if any sub-section is not applicable indicate N/A.

Please refer to Appendix A of the form to ensure the proposed examiner fulfil the categories for 'conflicts of interest'. Please attach the proposed External Examiner's curriculum vitae to the submission.

Please note, the nomination will be approved subject to confirming the External Examiner's Right to Work in the UK.

Section A should be completed by the Head of Programme/academic lead.

Section B should be completed by the proposed External Examiner.

Section C should be completed by the Programme/academic lead.

Section D should be completed by the Programme/academic lead.

Section E should be completed by the Associate Director.

Section F should be completed by Quality

Section G should be completed by Chair of the Education Committee.

Appendix A: Please consider conflicts of interest before the nomination is submitted.

NB: Please delete any guidance text before submitting the form for approval.

Please return completed forms to quality@metanoia.ac.uk

Section A: tenure details

Title of Proposed Examiner	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof.		
Name of Head of Programme/academic lead			
Full programme title and exit award			
Modules to be examined	Please include Module code, Module Name, (Approx. Number of Students)		
	Module code	Module name	No. of students
Proposed period of tenure	From: (Month, year) To: (Month, year)		
Examiner to be replaced	Name:		
Current examiner tenure expiry date			

Section B: Nominee details and Experience

Title of Nominee	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof.	
Surname		
Forename(s)		
Correspondence Address		
Telephone		
Email		
Nationality		Eligibility to work in the UK (evidence of eligibility must be provided) Yes/No
Current Employment (if retired please indicate)	Employer: Dates:	
Previous Employment (last ten years)	<i>(If there are more, please copy and paste the above information and complete)</i> Employer: Dates: Employer: Dates:	

	Employer: Dates:
Higher Education Qualifications	<i>(If more than one, please copy and paste the above information and complete)</i> Institution: Qualifications Gained: Dates:
Professional body membership	<i>(If there are more, please copy and paste the above information and complete)</i> Professional Body: Membership status: Dates:
Current External Examiner Appointments	<i>Appointments should be limited at 2, which includes this appointment.</i> Institution: Course: Tenure Dates:
Previous experience as an External Examiner:	<i>(If more than one, please copy and paste the above information and complete)</i> Institution: Course: Tenure Dates:
Other Relevant experience	<i>As an internal examiner, or in other related capacity (e.g. Quality Assurance activities, PSRB), during the past 5 years</i>
Research and related scholarly/professional activity/consultancy	<i>Please give a brief account of main activities with particular reference to the last five years and list major publications (books, articles in refereed academic or professional journals, exhibitions, productions, etc.), with dates.</i>
Teaching Experience	<i>(If more than one, please copy and paste the above information and complete)</i> Institution: Programme title and level: Role title: Brief summary of responsibilities
Please give a brief account including dates of any current or previous associations with Metanoia Institute over the past 5 years.	<i>(Please state none if there has been no associations)</i>

Section C

If there is no external examiner experience, please provide the detail of the support to be provided, this must be agreed before the submission of this form.

Text

Section D

Brief Supporting Statement for nomination for proposal

- To be completed by the Head of Programme/Academic Lead.
- Highlight why this nomination is suitable for the appointment.
- If the proposed external examiner does not fully meet all the criteria please provide reasoning and justification for the nomination.

Text

Section E

Reciprocal arrangements:

By Signing Section E below the Associate Director confirms that there are no reciprocal arrangements in place with the proposed examiner's home institution.

**Name of Associate
Director:**

Signature:

Date:

Section F: Completed by Quality

Please complete the checklist below by ticking **YES** or **NO**. If the answer to any question is YES then please provide a supporting statement.

Is the nomination being made less than 6 months before the current examiner's tenure expires?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the appointment for other than 4 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nominee hold two or more examiner appointments outside London Metropolitan University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nominee already examine any other Metanoia Institute courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the nominee held any previous appointments as an External Examiner at Metanoia Institute?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any members of the nominating school teaching on a cognate course act as an External Examiner for the institution from which the nominee is drawn?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the nominee from the same institution as the examiner that s/he is replacing, or from the same institution as any other External Examiner connected with the same or cognate course(s) or within the same Subject Standards Board(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the nominee associated with the course or school in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has Metanoia Institute employed the nominee in any position at any time within the past five years, including student research?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nominee lack external examining experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nominee lack internal examining experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the nominee failed to provide evidence of eligibility to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section G		
Chair of the Education Committee to sign off the nomination once approved by the committee.		
By signing Section F the Chair confirms the nomination has been considered by and received approval from the Education Committee.		
Name of Chair:	Signature:	Date:

Section H: Please consider conflicts of interest before the nomination is submitted.

Metanoia Institute does not appoint as external examiners anyone in the following categories or circumstances:

- A member of a governing body or committee of the appointing body or one of its partners, delivery organisations or support providers, or a current employee of the appointing body or one of its partners, delivery organisations or support providers.
- Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study.
- Anyone required to assess colleagues who are recruited as students to the programme of study.
- Anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study.
- Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question.
- Former staff or students of the higher education provider unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s).
- A reciprocal arrangement involving cognate programmes at another higher education provider.
- The succession of an external examiner by a colleague from the examiner's home department and provider.
- The appointment of more than one external examiner from the same department of the same higher education provider.

Quality will consider the above categories or circumstances to check conflict of interest prior to submitting the nomination through the governance approving process.

Terms of tenure

- The duration of an external examiner's appointment will normally be for four years, with an exceptional extension of one year to ensure continuity.

- An External Examiner's tenure usually runs from October to September, it is recognised that in some cases, it may be necessary for the tenure to begin at another point in the year, where this is the case, the tenure will come to an end in the September of the fourth year.
- An external examiner may be reappointed in exceptional circumstances but only after a period of five years or more has elapsed since their last appointment.
- External examiners normally hold no more than two external examiner appointments for taught programmes/modules at any point in time.

Appendix 2: Guidance checklist of documentation to go to External Examiner MI programmes

This form is located on the Quality SharePoint

External Examiners should receive the following documentation in the course of	Responsibility
<p>Letter of appointment with the following details:</p> <ul style="list-style-type: none"> • Name of Programme(s) and module allocation • Fees/Expenses • Period of appointment • Details of the Right to Work check process <p>Attachments:</p> <ul style="list-style-type: none"> • External Examiner Acceptance of Appointment form (for the External Examiner to sign and return to Quality). • Link to website and copy of current relevant Metanoia Regulations • External Examiner report template. • Name of the Chief External Examiner • Metanoia External Examiner Policy. • Organise a Metanoia email address 	Quality
Right to Work check to be arranged and completed once EE's acceptance form has been received.	Quality & HR
Details of induction within 4 weeks of recruitment.	Quality & HoP
<p>Programme specific induction and documentation the EE should receive – to include:</p> <ul style="list-style-type: none"> • Relevant programme/module handbooks including the programme specification and module narratives with associated module and programme learning outcomes • Programme information on any distance education modes for programmes or modules • Information on any relevant context for Campus and franchised programmes for which the EE is responsible • The subject benchmark statement(s) • Details of any Professional Statutory and/or Regulatory Body requirements • Assessment schedule (Timing of coursework/ examination assessments and relevant deadlines) 	HoP / Associate Director

<ul style="list-style-type: none"> • Types of assessment used • Dates of Programme Assessment Boards • Assessment sampling methods • The 20-point marking system. • Information on local conventions relating to group projects, placements and viva voce examinations • Information on processes such as RPL/APEL claims 	
Details of arrangements for Programme Assessment Boards sent to EE.	Registrar
Agree with the HoP arrangements for viewing student work in sample packs.	HoP
Receive the agenda, supporting papers and where relevant details of accommodation arrangements (if applicable) at least one week prior to the Programme	Registrar
Receive copies of minutes of Programme assessment board.	Registrar
The HoP is to provide their response to the External Examiner's Annual via Quality within 4 weeks of receipt of the report.	HoP & Quality
If a report is deemed inadequate Quality to ask that the report be resubmitted.	Quality
If an External Examiner's report is not received then Quality sends a reminder letter.	Quality

Appendix 3: External Examiner's Annual Report Form MI programmes

This form is located on the Quality SharePoint.

Guidance on completing this form

External Examiners are asked to complete this form after the relevant final assessment board for the academic year.

On completion of their term, Examiners are asked to pay particular attention to items which have improved, deteriorated or constantly re-surfaced over this time in respect of programme administration, structure, delivery, assessment or student performance.

Your comments will contribute significantly to the Institute's quality assurance processes. We would be grateful if you could highlight both positive and negative aspects.

Submission

Please email your annual report in MS Word format to Quality (quality@metanoia.ac.uk)

Submit your report no later than the following deadline:

- For programmes with a September assessment board: **27th September** (tbc)

Circulation

The contents of this report are available under the Freedom of Information Act (2000). Please omit the names of staff and students from this report to maintain appropriate confidentiality.

External Examiners are asked not to include any reference which could lead to the identification of individual students, which could lead to an adverse inference being drawn in respect of an individual member of staff.

If you wish to raise issues in stricter confidence, you may send a confidential letter directly to the Director of Education via Quality (quality@metanoia.ac.uk)

Your report will be circulated to the Head of Programme and Associate Director of the school/department. The report will be presented to the programme Board of Studies and a summary of themes arising from the annual reports will be presented at the Joint Student Staff Consultative Committee, Education Committee. The report is also available on request to students on the programme and the Institute's Course Representatives.

External Examiner's Annual Report MI Programmes

SECTION A: REPORT DETAILS

External Examiner's Name	
Signature	
Date of report	
Level and name of programme(s) or Modules examined: (eg. MSc Psychotherapy)	

Do you consider that the process of assessment and determination of awards is sound and has been conducted rigorously, fairly, reliably and consistently, in accordance with the University's Assessment Handbook?	Yes	No
If 'no', please comment below or refer to relevant sections in the main body of your report.		
Type your text here		

SECTION B: External Examiner's Checklist

Please complete the right hand column by entering one of these options:

- Y** Yes
N No
NA Not Applicable

If you wish to provide comments on any of the points, please do so using the comment section provided.

Did you receive the following programme materials?	
Programme handbook(s)	

Programme specification(s)	
Module descriptions	
Assessment briefs / Marking Criteria	
<i>Please add any further comments you wish to make here:</i>	
Type your text here	

Marking examination scripts	
Did you receive a sufficient number of scripts?	
If you did not receive all the scripts, was the method of selection satisfactory?	
Was the general standard and consistency of marking appropriate?	
Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	
<i>Please add any further comments you wish to make here:</i>	
Type your text here	

Dissertations and project reports	
Was the choice of subjects for dissertations appropriate?	
Was the method and standard of assessment appropriate?	
<i>Please add any further comments you wish to make here:</i>	
Type your text here	

Assessment Board	
Were you able to attend the meeting?	
If no to the above, did you provide an interim report?	
Was the meeting conducted aligned with policy to your satisfaction?	
Were you satisfied with the recommendations of the Board aligned with policy?	
<i>Please add any further comments you wish to make here:</i>	
Type your text here	

SECTION C: PROGRAMME CONTENT

Please comment on whether the programme and its component parts are coherent and are aligned with/meet the requirements of:

- a) the relevant qualification descriptor set out in the Framework for Higher Education Qualifications;**
- b) where applicable, the relevant subject benchmark statement;**
- c) where applicable, relevant professional, statutory or regulatory bodies (PSRBs).**

Type your text here

Please comment on whether the curriculum would benefit from enhancement, detailing your suggestion(s).

Type your text here

SECTION D: ASSESSMENT

To be completed by all external assessors by ticking the appropriate box:

Assessment	Yes	No	Partially
1) Are individual assessment materials/instruments fit for purpose, up to date and cover the requirements of the EPA assessment plan and occupational competence when applied in practice?			
2) Are assessment materials a valid measure in practice of the knowledge, skills and behaviours required of the Standard?			
Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers			
Type your text here			

SECTION E: COMPARABILITY OF STANDARDS AND STUDENT PERFORMANCE

Maintaining Academic Standards	Yes	No	Partially
1) Are the academic standards set for the assessment appropriate to the content of the occupational profile?			
2) Are the types of assessment appropriate (i.e. for the subject; the students; level of study)			
Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers:			
Type your text here			

Please comment on whether modules at the same level within the programme are of a comparable standard, and the standard of students' performance in comparison with programmes in other HE institutions.

Type your text here

Please comment on the strengths and weaknesses of the students' performance.

Type your text here

SECTION E: ENHANCEMENT OF QUALITY

On the basis of your observation of the assessment process and student performance, please offer any comments you might have (including suggestions for enhancements) on:

The programme specification; the assessment regime; the curriculum, its aims, content and development; resources; and teaching and learning methods.

Type your text here

External examiners are invited to make any other comments the on overall strengths and weaknesses of the programme

Type your text here

External examiners are invited to make any other comments good practice which you have identified.

Type your text here

External examiners are invited to make any other comments or suggestions for improvements based on experience at other institutions

Type your text here

External examiners are invited to make any other comments on the coherence and appropriateness of the University's policies and procedures relating to External Examiners.

Type your text here

SECTION F: FEEDBACK RECEIVED BY EXTERNAL EXAMINERS

Did you receive any feedback on last year's external examiners' reports?

Type your text here

Do you consider that the comments offered in your previous reports have been considered and appropriately acted upon?

Type your text here

If you have now finished your term (usually after four years) you are invited to comment on your tenure at the University of Reading as a whole.

Type your text here

Thank you very much for completing this form.

Please ensure the form is returned to Quality (quality@metanoia.ac.uk) and please also include a Claim Form for expenses, [Please note that your fee payment will be automatically triggered once your report has been processed to the details you provided when you signed your contract.](#)

Appendix 4: Chief External Examiner's annual report MI Programmes

This form is located on the Quality SharePoint

Please read this section before writing your report

External Examiners are asked to complete this form after the relevant final Programme Assessment Board have taken place for the academic year.

The Chief External Examiner's report should focus on the standards of moderation undertaken by the local External Examiner(s) in respect of the:

- appropriateness, effectiveness and consistency of the internal assessment processes;
- appropriateness and effectiveness of the relevant assessment regulations;
- procedures in respect of qualifications; and
- the appropriateness of the standards against which the qualifications have been made.

Submission

Please email your annual report in MS Word format to Quality (quality@metanoia.ac.uk)

Submit your report no later than the following deadline:

- For programmes with a September assessment board: **27th September** (tbc)

Circulation

External Examiners' reports are the property of the Metanoia Institute. The Institute will circulate reports as it sees fit, in accordance with legislative requirements.

The contents of this report are available under the Freedom of Information Act (2000). Please omit the names of staff and students from this report to maintain appropriate confidentiality.

External Examiners are asked not to include any reference which could lead to the identification of individual students, which could lead to an adverse inference being drawn in respect of an individual member of staff.

If you wish to raise issues in stricter confidence, you may send a confidential letter directly to the Director of Education via Quality (quality@metanoia.ac.uk)

Your report will be circulated to the Head of Programme and Associate Director of the school/department. The report will be presented to the programme Board of

Studies and a summary of themes arising from the annual reports will be presented at the Joint Student Staff Consultative Committee, Education Committee. The reports are normally published on the intranet to support student engagement with Quality

Chief External Examiner's Report 2025/26

SECTION A: REPORT DETAILS

Chief External Examiner's Name	
Signature	
Date of report	
Level and name of programme(s) or Modules examined: (eg. MSc Psychotherapy)	

Do you consider that the process of assessment and determination of awards is sound and has been conducted rigorously, fairly, reliably and consistently, in accordance with the University's Assessment Handbook?	Yes	No
If 'no', please comment below or refer to relevant sections in the main body of your report.		
Type your text here		

Section B: AREAS FOR REPORTING

Student Achievement
<i>This should include comments on:</i>

<ul style="list-style-type: none"> • <i>students' overall performance across sites and programmes, particularly the classification profile of programmes under the remit of the programme assessment board in relation to previous cohorts and their peers elsewhere in the UK</i> • <i>the extent to which standards are appropriate to the qualification or qualification element under consideration</i>
<p>Student performance (please avoid reference by name to individual students)</p>
<p><i>This should include comments on:</i></p> <ul style="list-style-type: none"> • <i>standards achieved by students across Directorates and/or programmes</i> • <i>student performance in relation to their peers on comparable courses in the UK</i> • <i>student performance in relation to clinical/professional practice (if applicable)</i> • <i>strengths and weaknesses of the cohorts across programmes</i> • <i>the basis and rationale for any comparisons of standards made</i> • <i>factors that the External Examiner is aware of that have positively or negatively affected student performance.</i>
<p>Assessments: structure, design and marking</p>
<p><i>This should include comments on:</i></p> <ul style="list-style-type: none"> • <i>standards of marking and moderation across programmes</i> • <i>procedures for assessment and examination across programmes</i> • <i>effectiveness and quality of feedback to students</i> • <i>Are the processes for assessment, examination sound and fairly conducted in line with the Metanoia Institute's and Middlesex University's (where applicable) regulations?</i>
<p>Assessment Boards</p>
<p><i>Please confirm attendance at programme assessment boards and in the event of non-attendance whether you were fully involved in the assessment process.</i></p> <p><i>This should include comments on:</i></p> <ul style="list-style-type: none"> • <i>organisation and conduct of Programme Assessment Boards</i> • <i>problems at the assessment board in applying the assessment regulations.</i>
<p>Role of the Chief External Examiner</p>
<p><i>This should include comments on:</i></p> <ul style="list-style-type: none"> • <i>quality of the information you received concerning your role as Chief External Examiner</i> • <i>access to and availability of material needed to make required judgements</i> • <i>the extent to which comments in your previous report have been considered and appropriately acted upon</i>
<p>Confirmation of new External Examiner (if applicable)</p>
<p><i>Please add any comments relating to the proficiency of the new External Examiner and confirm that you:</i></p> <ul style="list-style-type: none"> • <i>have reviewed and approved a sample of their moderated assessments</i> • <i>have reviewed a draft External Examiner's report</i>

- agree that the External Examiner is experienced in applying UK HE, Metanoia Institute and Middlesex University regulations and procedures
- recommend that the External Examiner should be approved for a full term

Recommendations

Please use this section to provide suggestions that you would like them to consider, arising from the comments within your report matters where, in your opinion, there is potential for enhancement.

Type your text here

Actions

Please use this section if you require further action to be taken relating to issues which have a serious impact on academic standards or academic quality.

Type your text here

Commendations / Good practice

Please comment here on any particular strengths, distinctive or innovative features.

Type your text here

Final Report – only applicable if you are completing your term as an External Examiner

Please consider and comment on:

- Your overall experience of being an external examiner
- The overall development of the Programme/Modules during this time.

Type your text here

Thank you very much for completing this form.

Please ensure the form is **returned to Quality** (quality@metanoia.ac.uk) and please also include a Claim Form for expenses, Please note that your fee payment will be automatically triggered once your report has been processed to the details you provided when you signed your contract.

Appendix 5: External Examiner non-attendance at assessment board report MI Programmes *This form is located on the Quality SharePoint.*

(PLEASE SUBMIT TO THE REGISTRAR 2 WEEKS PRIOR TO THE ASSESSMENT BOARD WHERE YOU WILL BE ABSENT)

Date of board	
Programme title	
Name	
Date of report	

It is expected for the report to be submitted prior to the Assessment Board when the External Examiner plans to be absent.

The purpose of the report is for internal monitoring purposes, it is an addition to the Middlesex University end of year report. The report will be presented to the Assessment Board for formal discussion and recording of good practice, and areas that may require attention and resources.

Provide a brief summary on the following areas, submit the completed form via email registrar@metanoia.ac.uk to the Registrar two weeks prior to the board date.

If you have any queries relating to the report, please, contact the Registrar registrar@metanoia.ac.uk.

Have you received sample student work?
Provide comment on the effectiveness of the internal assessment processes.
Provide comment on the standard of student work.
Provide comment on the in keeping with regulation.

Provide comment on the parity of standards comparable to similar institutions'.

Provide comment on assessment methods.

General comments.

Appendix 6: Head of Programme response to EE report MI and MDX Programmes

This form is located on the Quality SharePoint

(THE RESPONSE IS DUE NO LATER THAN 4 WEEKS AFTER THE RECEIPT OF THE EE ANNUAL REPORT)

Please submit to Quality for circulation (quality@metanoia.ac.uk)

Programme:	
Date of response:	
Relevant Academic year:	
Head of Programme name:	

1.0 Response text External Examiner Annual Report

Include a response to all comments noted within the report making for a full rounded response.

Text

2.0 list of actions (if required)

Please list actions to be taken in response the External Examiner Annual Report including timeline.

Text

3.0 Provide detail of external monitoring outcome (if applicable)

e.g. PSRB/Middlesex University

Text

4.0 List of assessment board dates

Please add the following assessment board dates, for academic year 2025-2026, to your diary. Attendance is expected at each assessment board, either face to face or remotely. On occasion, if you are unable to attend, please inform the Registrar via registrar@metanoia.ac.uk:

List assessment board dates:

Please forward all queries relating to assessment boards to the Registrar registrar@metnoia.ac.uk

Appendix 7: Metanoia Institute External Examiner Extension Request form

This form is located on the Quality SharePoint

(THE REQUEST MUST BE SUBMITTED AND APPROVED NO LATER THAN JUNE OF THE PREVIOUS ACADEMIC YEAR TO WHEN THE EXTERNAL EXAMINER'S TENURE EXPIRES)

Please submit to Quality for circulation (quality@metanoia.ac.uk)

Programme:	
Head of Programme name:	
Name of existing EE	
Academic year:	
Brief rationale for the request	
<i>Add text here</i>	

Appendix 8: MDX, specific, External Examiner Statement of Absence

MIDDLESEX UNIVERSITY

EXTERNAL EXAMINER STATEMENT OF ABSENCE

ASSESSMENT BOARD

FINALIST SCHOOL BOARD** Metanoia Institute

ASSESSMENT BOARD DATE [08/04/2025](#)

I was unable to attend the final Assessment Board which met on the above date because

[Click or tap here to enter text.](#)

I confirm that I was involved in the assessment of the candidates and support the recommendations of the Board of which I have been informed.

Signature Date [08/04/2025](#)

Name (please print) [Click or tap here to enter text.](#)

****Subject Boards - this form should be retained by the School**

****Finalist School Boards - this form should be forwarded to AP Conferment, Academic Registry, with the pass lists, as soon as possible after the meeting.**

Appendix 9:

Right to Work Checks

You should conduct a right to work check before you employ a person to ensure they are legally allowed to do the work in question for you. If completed correctly before employment begins, you will establish a continuous statutory excuse for the duration of that person's employment with you, meaning you do not have to conduct any further checks on that individual. Care needs to be taken to avoid carrying out these checks too far in advance however because an individual's right-to-work status could change within this period.

Check all prospective employees

Organisations need to ensure they are carrying out these checks against all prospective employees, including those who are British or Irish. This will remove the risk of discriminatory treatment and will prevent mistakes being made about permission to work where the individual is wrongly assumed to be British (see 'Avoiding discrimination' below).

Online checking service for foreign nationals

Since 29 January 2019, organisations can use the Home Office's online right to work checking service to carry out immigration checks. Where the individual's immigration status can be checked online, no further documentary evidence is required. The organisation will be required to meet three conditions in order to gain the statutory excuse (for more information, refer to 'Online right to work checks' below).

Checking documents

The following checks can be completed for British and Irish citizens:

- a manual document-based check
- a digital check using Identity Document Verification Technology (IDVT) via the services of an Identity Service Provider (IDSP)

The government introduced temporary adjusted checks for ID documents during the Covid pandemic, temporarily eliminating the need for in-person checks. These were available from March 2020 to 30 September 2022, to allow employers to screen and onboard new employees whilst minimising exposure to the virus. It alleviated the practical difficulties of manually checking documents for employers who were working remotely, by allowing employers to request a scanned copy or photo to be sent via email or a mobile app and confirm by video link with the individual, but was only meant to be a temporary measure. A permanent system using new technology is now available. This is now the only method to conduct digital checks for British and Irish citizens.

You must either check the validity of the documents in the presence of the holder and be in physical possession of the original documents, or conduct a digital check using Identity Document Verification Technology (IDVT) via the services of an Identity Service Provider (IDSP), which enables employers to check right to work documentation remotely.

The following checks are available for non-British and Irish citizens:

- a manual document-based check
- an online check - note that since 6 April 2022, employers must carry out a check for individuals holding a Biometric Residence Card (BRC), Biometric Residence Permit (BRP) or Frontier Worker Permit (FWP) using the Home Office's online checking service. Physical copies of BRCs, BRPs and FWPs were removed as an acceptable right to work document from that date

The responsibility for checking documents is yours. Where it is reasonably apparent that a document is false, you will be liable for the civil penalty. This means that a person who is untrained in the identification of false documents, examining it carefully, but briefly, and without the use of technological aids could reasonably be expected to realise that the document in question is not genuine.

You cannot rely on a third party - an agency, for example, to check documents although you can use third parties to provide technical knowledge or equipment on making checks, apart from when using the services of an IDSP for the purposes of checking the right to work of a British or Irish national.

The continued use of video calls

From 1 October 2022, it will still be possible to use live video calls to confirm the visual appearance of the individual presenting for work, for manual checks and online checks (using the home office system).

At present, guidance provided by the Home Office does not comment on whether or not a video call is sufficient for the purposes of checking the appearance of the individual is consistent with the image and biographic details on the IDVT report that is produced when a check is conducted by an IDSP. There is however policy confirmation that this is the case.

Statutory excuse

To ensure employers can claim the “statutory excuse” (see ‘Statutory excuse and right to work checks’ above), there are three steps they must complete when carrying out right to work checks. These are:

Manual checks

- obtain original right to work documents from the individual
- check the validity and authenticity of the documents in the presence of the individual
- copy the documents and keep a secure, dated copy which includes the date for follow-up checks.

Online checks (see 'online checks' below)

- complete every stage of the online check

Digital checks (see 'digital checks' below)

- Use the services of IDSP to carry out an IDVT
- Check the individual presenting for work is the same as the image and biometric checks on the IDVT
- Keep a copy of the IDVT report that is provided

Where it is reasonably apparent that a document is false, you will be liable for the civil penalty. This means that a person who is untrained in the identification of false documents, examining it carefully, but briefly, and without the use of technological aids could reasonably be expected to realise that the document in question is not genuine.

You will not obtain a statutory excuse if:

- the check is performed by an individual who is not employed by you (other than when using a IDSP);
- it is reasonably apparent that the person presenting the document is not the person referred to in that document, even if the document itself is genuine.

You may be liable to prosecution if you know or have reasonable cause to believe that the individual does not have immigration permission to work;

- you know that the individual is not permitted to undertake the work in question; or
- you know that the documents are false or do not rightfully belong to the holder.

Record keeping

You must keep a record of every document you have checked. This can be a hardcopy or a scanned copy in a format which cannot be manually altered, such as a jpeg or pdf document. You should keep the copies securely for the duration of the person's employment and for a further two years after they stop working for you. You should also be able to produce these document copies quickly in the event that you are requested to show them to demonstrate that you have performed a right to work check and retain a statutory excuse.

You must also make a note of the date on which you conducted the check. This can be by either making a dated declaration on the copy or by holding a separate record, securely, which can be shown upon request. This date may be written on the document copy as follows: 'the date on which this right to work check was made: [insert date]' or a manual or digital record may be made at the time you conduct and copy the documents which includes this information.

You must be able to show this evidence if requested to do so in order to demonstrate that you have established a statutory excuse. You must repeat this process in respect of any follow up check. You may face a civil penalty if you do not record the date on which the check was performed.

Government code of practice on right to work checks

In February 2022, the Home Office published a Code of Practice to ensure employers do not unlawfully discriminate when complying with their duty to prevent illegal working by completing right to work checks. The Code recognises that discrimination can occur in many different ways but focused on the subject of avoiding race discrimination, as this is the main issue employees face when being asked of their right to work.

The Code outlines employers should:

- Be consistent in how they conduct right to work checks with all applicants.
- Ensure job selections are made on the basis of suitability for the role.
- Ensure no applicants are discouraged or excluded because of known or perceived protected characteristics (e.g. race).

The Code further highlights employers should not:

- Discriminate when conducting right to work checks
- Only check the status of those who appear likely to be migrants
- Make assumptions about a person's right to work based on their colour, ethnic or national origins, nationality, accent, surname or length of time they have been resident in the UK.

Failure to adhere to the above may risk an employer acting in a discriminatory matter and facing claims of race discrimination.

To avoid discrimination claims, you should ensure all applicants are treated equally at each stage of the recruitment process. Having a clear written recruitment and selection procedure can further support this, as can a zero-tolerance stance against any form of race-related bullying, harassment and discrimination in the workplace.

Using an Identity Service Provider (IDSP) for digital right to work checks for British and Irish citizens

Employers must not treat less favourably those who do not hold a valid passport, or do not wish to prove their identity using an IDSP. You must provide individuals with other ways to prove their right to work and should carry out a manual document-based right to work check in these circumstances.

Whilst it will not be mandatory for employers to complete digital right to work checks (by engaging an IDSP), the Home Office recommends employers do so. This will reduce risk for employers by enabling them recruit in a safer way, as they are able to assure prospective employees' identities and eligibility using consistent and more secure methods.

This will reduce risk for employers by enabling them to recruit in a safer way, as they are able to assure prospective employees' identities and eligibility using consistent and more secure methods.

Why is there new technology?

This development will align with DBS' proposal to enable digital identity checking within their pre-employment checking process, through the introduction of its Identity Trust Scheme.

The new system is designed to achieve 2 key things:

1. Allow those in scope to verify their identity remotely, prove their eligibility to work and apply for DBS checks. Using IDVT allows people to upload images of their personal documents, instead of presenting physical documents to a prospective employer – reducing time and mitigating risk.
2. Allow private sector IDVT service providers to become independently certified by UK Accreditation Service (UKAS) accredited assessors to ensure the technology meets the Government Standards and the applicant's data is protected.

The UK Digital Identity and Attributes Trust Framework opened in January 2022 for providers to gain certification; these are known as digital identity service providers (IDSPs). Employers can work with IDSPs to utilise Identification Document Validation Technology (IDVT) to carry out digital identity checks on behalf of British and Irish citizens who hold a valid passport (including Irish passport cards).

What is the new identification document verification technology?

Employers can now use Identity Document Validation Technology (IDVT) via the services of an Identity Service Provider (IDSP) to complete the digital identity verification element of right to work checks for British and Irish citizens who hold a valid passport (including Irish passport cards).

Digital identity verification conducted by IDSPs is the process of obtaining evidence of the prospective employee's identity, checking that it is valid and belongs to the person who is claiming it.

If you use the services of an IDSP for digital identity verification, holders of valid British or Irish passports (or Irish passport cards) can demonstrate their right to work using this method, and you will be provided with an output of the IDVT identity check.

It is your responsibility to obtain the IDVT check from the IDSP and ensure it is in a clear, legible format that cannot be altered. This will provide you with a continuous statutory excuse.

IDSPs can carry out digital identity verification to a range of standards or levels of confidence. The Home Office recommends that employers only accept checks via an IDSP that satisfy a minimum of a Medium Level of Confidence.

A list of certified providers is available on "GOV.UK: Digital identity certification for right to

work, right to rent and criminal record checks.” It is not mandatory to use a certified provider; you may use a provider not featured within this list if you are satisfied that they are able to provide the required checks. However this will provide assurance that your chosen IDSP meets relevant scheme guidance and the standards set out in the trust framework, and you can reduce risk by recruiting in a safer way as you can assure prospective employees’ identities and eligibility using consistent and more secure methods.

Does anything else have to be done other than engaging the services of an IDSP?

Employers will retain obligations that they must comply with under the Schemes, including to satisfy themselves that the IDSP has carried out an identity check on the employee and to retain copies of the check. If an employer finds that the name differs between the documents, then it must establish why this is the case and must not employ that individual unless the employer is satisfied that the documents relate to them.

Employers must also be satisfied that the photograph and biographic details (e.g. date of birth) on the output of the Identity Document Verification Technology (IDVT) check are consistent with the individual presenting themselves for work. Employers must retain a clear copy of the IDVT identity check output for the duration of employment and for two years after the employment has come to an end.

The continued use of video calls

From 1 October 2022, it will still be possible to use live video calls to confirm the visual appearance of the individual presenting for work, for manual checks and online checks (using the home office system).

At present, guidance provided by the Home Office does not comment on whether or not a video call is sufficient for the purposes of checking the appearance of the individual is consistent with the image and biographic details on the IDVT report that is produced when a check is conducted by an IDSP. There is however policy confirmation that this is the case.

Accessing the new IDVT

Only Identity Service Providers (IDSPs) are able to access and use IDVT. IDSPs will then complete the digital right to work check on the employer’s behalf. Employers who do not wish to engage an IDSP should continue to conduct right to work checks manually.

Note that IDVT via the services of an IDSP can only be used to check the right to work of British and Irish citizens.

Checking documents

To prove they have the right to work in the UK, the prospective employee will have to produce, either digitally or physically, original right to work documents. The documents which are acceptable for those who began employment on or after 29 February 2008 are set out in two lists:

- List A documents – these documents are available to individuals who have a permanent right to work in the UK. Where a list A document or a combination of documents are provided to the employer, they will not be required to carry out follow-up checks and the statutory excuse will apply for the length of their employment.
- List B documents – these documents are available to individuals who have a temporary or time limited right to work in the UK. Follow-up checks will be required.

List B

To help organisations further, List B documents are separate into two further groups:

- group 1 documents – these documents are time limited and the statutory excuse will apply until the permission to work in the UK expires. Before this occurs, organisations should carry out a follow-up check of documentation to ascertain whether the employee has a continued right to work in the UK from the expiry date of the original document.
- group 2 documents – these documents require the organisation to carry out a Home Office verification check using the online employer checking service. A positive verification notice will need to be received from the Home Office in advance of employment commencing. These documents will provide the statutory excuse for six months and the organisation will need to carry out a follow-up check of documentation once the six-month period ends.

Additionally, where the worker has indicated they are a student who has a limited right to work in the UK, organisations will have to obtain documentary evidence of the university's academic and vacation dates.

Manual checks

You must complete all three stages of the check to establish a statutory excuse. Manual checks can be conducted for:

- British and Irish citizens
- Foreign nationals - however note that from 6 April 2022, employers must carry out a check for individuals holding a Biometric Residence Card (BRC), Biometric Residence Permit (BRP) or Frontier Worker Permit (FWP) using the Home Office's online checking service. Physical copies of BRCs, BRPs and FWPs were removed as an acceptable right to work document from that date.

Step 1: Obtain

Obtain original documents from either List A or List B (see our 'List A' and 'List B' sections).

Step 2: Check

You must check that the documents are genuine and that the person presenting them is the prospective employee, the rightful holder and allowed to do the type of work you are offering. You must check that:

1. photographs and dates of birth are consistent across documents and with the person's appearance in order to detect impersonation;
2. expiry dates for permission to be in the UK have not passed;
3. any work restrictions to determine if they are allowed to do the type of work on offer (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed);
4. the documents are genuine, have not been tampered with and belong to the holder; and
5. the reasons for any difference in names across documents can be explained by providing evidence (e.g. original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be photocopied, and a copy retained.

When checking the validity of the document, you must be in the presence of the holder. This can be a physical presence in-person or via live video call link. In both cases, you must be in physical possession of the original documents. For example, the person may choose to post the documents to you, to enable you to conduct the check with them via live video link. You can't rely on the inspection of the document via live video link or by checking a faxed or

scanned copy of the document.

Step 3: Copy

You must make a clear copy of each document in a format which cannot manually be altered and retain the copy securely: electronically or in hard copy.

You must also retain a secure record of the date on which you made the check. This requires more than simply writing the date on the copy document. If you write a date on the copy document, you must also record that this is the date on which you conducted the check.

You must copy and retain copies of:

1. Passports: any page with the document expiry date, the holder's nationality, date of birth, signature, leave expiry date, biometric details, photograph and any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question. You do not need to make a copy of the front cover.
2. All other documents: the document in full, including both sides of a Biometric Residence Permit, Application Registration Card and a Residence Card (biometric format).

All copies of documents taken should be kept securely for the duration of employment and for two years afterwards. The copy must then be securely destroyed.

This copying process will have to be repeated when organisations are carrying out follow-up checks in relation to any documents provided within List B.

List A documents

On 6 April 2022, list A documents changed. To see the documents required before that date, so 'List A and list B documents prior to 6 April 2022' below.

1	A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2	A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6	A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

8	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
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List B documents

On 6 April 2022, list B documents changed. To see the documents required before that date, so 'List A and list B documents prior to 6 April 2022' below.

List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2 – documents where a time-limited statutory excuse lasts for six months

1	A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
5	A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service. Additional document entered on list.

Online right to work checks

From 6 April 2022, employers can only check the following documents online:

- Biometric residence card (BRC),
- Biometric residency permit (BRP), or
- Frontier workers permit (FWP)

Physical copies of BRCs, BRPs and FWPs were removed as an acceptable right to work document from that date.

Online checks

Currently, the online service supports checks in respect of those who hold:

- Biometric residence permit (BRP);
- Biometric residence card (BRC);
- Status issued under the EU Settlement Scheme;
- Status issued under the points-based immigration system;
- British National Overseas (BNO) visa; or
- Frontier workers permit (FWP).

Where an online check is not possible due to the individual not having an immigration status that can be checked online, a manual check will be needed. However, such situations will be rare.

Share code

To carry out an online check, you will need a share code; the individual has to give you this. The code enables you to see their Home Office right to work record when you enter it along with their date of birth. Share codes expire 90 days after they have been issued. You will need to ask the individual to provide you with a new code if the one they originally provided has expired.

You should visit 'View a job applicant's right to work details' on GOV.UK and access the service using the employer part of the service in order to obtain a statutory excuse. You will not establish a statutory excuse by viewing the migrant part of the service.

Steps

You must complete all stages of the check to establish the statutory excuse.

Step 1: Use the Home Office online service

The individual may provide the share code to you directly, or they may choose to send this to you via the service. If they choose to send it to you via the service, you will receive an email from right.to.work.service@notifications.service.gov.uk.

To check the person's right to work details, you will need to:

- access the service 'View a job applicant's right to work details' via GOV.UK to view the employer's part of the service;
- enter the 'share code' provided to you by the individual and
- enter their date of birth.

Step 2: Check

You must check that the photograph on the online right to work check is of the individual in question. You must do this in the presence of the holder and you can do this in their physical presence or via live video link.

If it is reasonably apparent from the photograph that the individual in question is not the individual to whom the information provided in the check relates, you may face a civil penalty in the event of illegal working.

You must only employ the person or continue to employ an existing employee (if you are conducting a follow-up check) if the online check confirms they have the right to work and are not subject to a condition preventing them from doing the work in question.

Step 3: Retain evidence of the online check

You must retain evidence of the online right to work check. For online checks, this should be the 'profile' page confirming the individual's right to work. This is the page that includes the individual's photo and date on which the check was conducted.

You will have the option of printing the profile or saving it as a PDF or HTML file. You should store this securely, (electronically or in hardcopy) for the duration of employment and for two years afterwards. The file must then be securely destroyed.

See the below section 'follow up checks' for further information on time-limited right to work.

[Contacting the Home Office for verification](#)

[Follow up checks and expiring right to work](#)

[Pre-settled and Settled status and the EU Settlement Scheme](#)

[Making conditional offers of employment](#)

[Sponsoring foreign nationals to work in the UK](#)

[Immigration Skills Charge](#)

[Immigration Health Surcharge](#)

[Seasonal worker visa](#)

[Skilled worker route](#)

The Skilled Worker route replaced the old Tier 2 visa for foreign workers and came into force in December 2020. There is no limit on the number of visas that can be issued each year. Foreign workers may also switch from most other visa types to a Skilled Worker visa if they meet the eligibility criteria.

This Skilled Worker visa involves workers obtaining sponsorship from an approved UK employer and scoring the necessary points to qualify; Applicants need to achieve 70 points in total, made up of 50 mandatory points and 20 tradeable points.

All applicants will be able to trade characteristics, such as their qualifications, against a lower salary to get the required number of points. If the job offer is less than the minimum salary requirement, but no less than £20,960, an applicant may still be eligible if they have:

- a job offer in a specific shortage occupation
- a PhD relevant to the job
- a PhD in a STEM subject relevant to the job.

Mandatory points

Anyone hired under this route must demonstrate the following, for which they will receive their 'mandatory points':

- A job offer from an approved sponsor - 20 points

- A job at the required skill level (RQF 3 or above/A Level and equivalent) - 20 points
- English language to a required level (this will need to be evidenced by completing a test or having a degree in English language similar to an English bachelors) - 10 points

In addition to this, the job offer must meet the applicable minimum salary threshold. This is the higher of either:

- The general salary threshold of £26,200 set by the government on advice of the independent Migration Advisory Committee; or
- The specific salary requirement for their occupation, known as the “going rate.”

It is expected that only the applicant's basic salary will count towards the tradeable points criteria.

Tradable points

- Salary of £20,960 to £23,579 or at least 80% of the going rate for the profession (whichever is higher) - 0 points
- Salary of £23,580 to £26,199 or at least 90% of the going rate for the profession (whichever is higher) - 10 points
- Salary of £26,200 or above or at least the going rate for the profession (whichever is higher) - 20 points
- Job in a shortage occupation as designated by the Migrant Advisory Committee (MAC) - 20 points
- Education qualification: PhD in a subject relevant to the job - 10 points
- Education qualification: PhD in a STEM subject relevant to the job - 20 points

All jobs have a corresponding Standard Occupational Classification (SOC) code. Each SOC code has a designated skill level. This determines whether the job meets the requirements of the skilled worker route.

An occupation on the Shortage Occupation List results in lower application fees and reduced salary requirements, for skilled workers filling jobs which are in shortage.

This does not, however, exempt jobs from the wider mandatory requirements of the Skilled Worker Route, including the skills threshold and the English language requirement.

Examples of point attainment:

1. Lab technician with a STEM PhD coming to the UK with salary offer of £21,000.

The general salary threshold applies: General salary threshold: £26,200

- Job offer - 20 points
- RQF 3 or above - 20 points
- English language - 10 points
- Salary - 0 points
- Education qualification: STEM PhD – 20 points

- Total - 70 points

2. Mechanical engineer coming to the UK with salary offer of £26,750.

The “going rate” salary threshold for the profession applies: General salary threshold: £33,400

- Job offer - 20 points
- RQF 3 or above - 20 points
- English language - 10 points
- Salary - 0 points
- Job offer in a shortage occupation - 20 points
- Total - 70 points

Increases to the minimum salary threshold

The UK government announced an increase to the minimum salary threshold for skilled worker visa applicants, prompted by an increase in the national living wage for all UK employees.

The increased rate (as detailed above) applied from 12 April 2023 but does not apply retrospectively. This means employers do not need to increase the wages of current employees on a skilled worker visa until the worker applies to extend it.

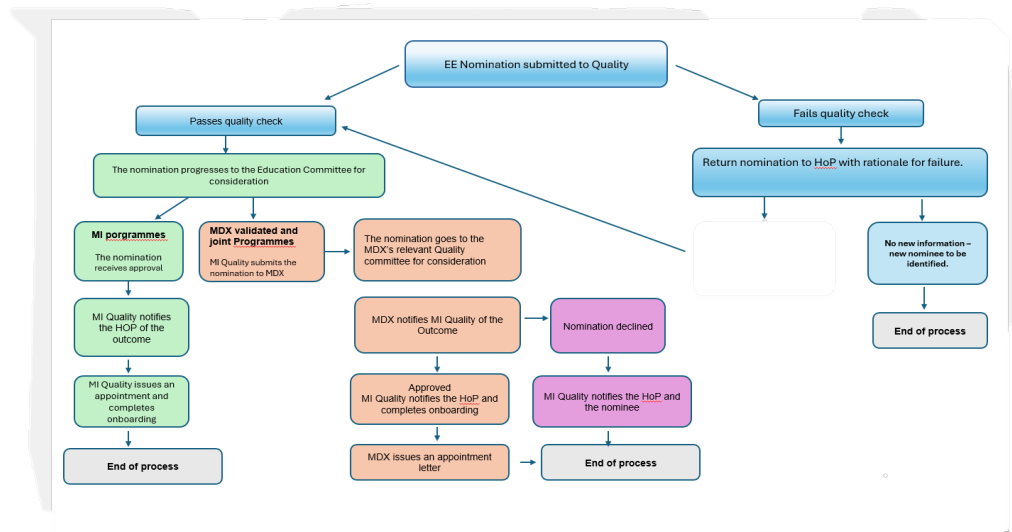
Similarly, if the certificate of sponsorship is issued to a new employee before 12 April 2023, then the old rate will continue to apply. But, if the certificate is issued on or after 12 April 2023 then the sponsored workers will need to be paid the increase rate to be eligible for a skilled worker visa.

The minimum gross annual salary threshold for most skilled worker visa applications rose from £25,600 to £26,200 and the minimum hourly rate increased from £10.10 to £10.75.

The minimum gross annual salary for an eligible PhD-qualified job increased from £23,040 to £23,580.

The minimum gross annual salary for shortage occupation list roles, some STEM and health care roles, and for recruits who are classified as new entrants, increased from £20,480 to £20,960.

Additionally, the government announced new going rate figures for jobs with Standard Occupational Classification (SOC) codes. These rates are to be based on a 37.5-hour working week rather than a 39-hour working week. If the worker is to work for more than 37.5 hours per week then the salary will need to be calculated pro-rata.



POLICY BACK COVER

Section 1 - to be completed by policy proposer and forwarded to Committee Servicing Officer.

Policy Title:	External Examiner Policy
Author:	Jo Smith, Quality and Standards Support Manager
Rationale: <i>Outline the purpose of the policy, and its scope e.g. credit-bearing provision</i>	The development of the EE Policy document is to confirm the Institute's commitment to External Examining process demonstrating the process followed. Policy implementation AY 2526
Consultation undertaken: <i>List all groups and/or committees where consultation was undertaken e.g. students, administration, external advisor, QSC, etc.</i>	Consultation with students and staff via governance.
Resource implication: <i>Outline the potential financial, human and technological resource implication of the policy</i>	No financial or technological resource implications.

DOCUMENT CONTROL

Section 2 - to be completed by receiving committee.

Recommending committee:	Education Committee
Circulated to:	

Approved:	June 2025	Date for adoption:	September 2026
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Version and document Code:	V1	Date for review:	September 2026
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