

## Criteria for the Appointment of External Moderators for EYPS/Initial Teacher Training (Early Years)

The following criteria for the appointment of external examiners should be applied to the role of external moderator, as determined in the [Regulations for the appointment of external examiners](#). Detailed requirements specifying the additional experience required to meet 1.1 for the external moderator role are set out in an accompanying document for [EYPS/ITT \(Early Years\) moderators](#).

1.1 An external examiner or moderator's academic/professional qualifications will be appropriate to the course to be examined. The subject of the examiner/moderator's qualifications should generally match what is to be examined in the course. Academic or, as appropriate, professional qualifications, must equate at least to the level of the qualification being examined. Where applicable, examiners must meet the criteria set out by professional and accrediting bodies.

1.2 An external examiner or moderator should be fluent in the English language and have appropriate standing, expertise and experience to demonstrate familiarity with, and maintain comparability of, the standards of the award being examined. This will typically be evidenced by present or last post and place of work, the range and scope of experience across higher education/professions, current and recent active involvement in research, scholarly and professional activity in the area of study concerned. Recently retired individuals are eligible for the role provided that they can provide evidence of continuing involvement in the subject area.

1.3 An external examiner or moderator should have enough recent external examining/moderating or at least three years internal examining/moderating experience to demonstrate competence in assessing students in the subject area. If the proposed examiner/moderator has no previous external examiner experience at the appropriate level, the application should be supported by other relevant and recent experience likely to support the external examiner role.

1.4 Proposed examiners or moderators without experience as externals should where possible, join an experienced team of externals, and work alongside the existing external. This initial period should be for the first year.

1.5 External examiners/moderators should not have previous close involvement with the University which might compromise objectivity. There should not be:

- a) more than one examiner/moderator from the same institution in the team of external examiners;
- b) reciprocal external examining/moderating between courses or Institutes in two institutions;
- c) replacement of an external examiner/moderator by an individual from the same institution or an external examiner from an institution which has been a source of external examiners/moderators in the recent past (typically at least three years).

1.6 The proposed external examiner/moderator should not have been a member of staff, governor, student or near relative of members of staff in relation to the course, nor the examiner on a cognate course in the University during the previous five years.

They should not be:

- a) anyone closely associated with the sponsorship of students on the course;
- b) anyone closely associated with placements or training;
- c) anyone required to assess colleagues who are recruited as students to the programme of study;
- d) anyone in a position to influence significantly the future of students on the programme of study;
- e) anyone involved in collaborative research activities with a member of staff;
- f) anyone who has been directly involved in the approval of the programme.

1.7 External panel members from an internal periodic review panel may be nominated as external examiners/moderators where appropriate. However, appointed external examiners/moderators may not be used as participants in the University's course planning and approval process or as members of an internal periodic review either during their period of office or for at least three years after.

1.8 External examiners/moderators should not normally hold more than the equivalent of two substantial undergraduate external examiner/moderator appointments. If the examiner appears to exceed this norm the course team must provide arguments to support the nomination.

1.9 In all cases, newly appointed external examiners/moderators will be expected to attend a briefing at the University which will provide a context for their work.

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