Guidance
External Examiners meeting with students

Meeting with students
1. The University believes that it can be helpful for External Examiners to meet students as part of their role. Student engagement in quality processes is a key element of systematic enhancement.
2. Departments may wish to arrange meetings only with the Award External Examiner(s) to enable the External Examiner(s) to get feedback from across the course(s) for which they are responsible, but it may be valuable at module level as well.
3. Departments should liaise with their student representatives when organising meetings between External Examiner(s) and students. Departments may wish to extend the invitation to meet with the External Examiner(s) to all relevant students, but student representatives should always be included in the meeting where possible.
4. External Examiners normally visit the University during vacation time for meetings of Board of Examiners and students may not be available to meet with External Examiners at these times. However, subject to agreement from the External Examiner(s), meetings may be held remotely via Skype or video link during term time.
5. External Examiners should be encouraged to reflect on their meeting with students in Section A Question 8 of the External Examiner report form.
6. Meetings should not take more than half an hour, except in exceptional circumstances.
7. The External Examiner(s) and the students should be encouraged to prepare questions or themes in advance of the meeting, though the meeting is primarily to seek feedback from the students.

Information for students meeting External Examiner(s)
8. Departments should ensure that students meeting External Examiner(s) are fully briefed on the roles and responsibilities of External Examiners. Quality and Academic Development can support training for students in engagement with all quality processes – please contact QUAD via quad@essex.ac.uk. Advice can also be sought from the Students’ Union [su@essex.ac.uk].
9. It should be made clear to students that:
   a. Non-academic issues (such as parking or accommodation), are inappropriate for discussion with External Examiners and should be raised via the appropriate University channels.
   b. External Examiners cannot and will not change or influence individual assessment marks, complaints or academic appeals, except under exceptional circumstances in accordance with the University’s policies.
   c. Academic staff from the department will not be part of the meeting with the External Examiner(s) and no attempt to influence the students’ feedback will be made.
10. Students who have been part of discussions with External Examiner(s) are encouraged to feedback any comments to their department and the SU for inclusion in a faculty-level overview report. Departments should forward commentary from students (where available) to the relevant Deputy Dean (Education).

Indicative agenda
11. The University expects meetings between External Examiners and students to be constructive in nature.
12. External Examiners are encouraged to discuss with students any relevant issues, but they may wish to consider:
   a. How useful students have found feedback on assignments.
   b. Comments and discussion relating to year abroad, placements and work-based learning, and joint courses.
   c. What the students are particularly enjoying or finding challenging.
   d. Whether students feel they have opportunities to apply what they have learnt.
   e. Whether they feel that the curriculum is inclusive.