

# **The University of Sheffield**

## **School of Nursing and Midwifery**

### **Guidelines for External Examiners of taught Courses, which incorporate clinical practice**

#### **1.0 Introduction**

- 1.1 External Examiners appointed by the university have to adhere to the Universities' Code of Practice for External Examiners. These guidelines are additional to the code and address specific issues relating to the scope of the external examiners role and the requirements for programmes that have a clinical component.
- 1.2 External Examiners are required to see a selection of all assessed material and are expected to monitor all aspects of the assessment process. The External Examiner must be given reasonable access to all the assessed parts of the programme, this includes students performance on placement where this is assessed.
- 1.3 Where a significant part of the programme is in practice it is important that the quality assurance of the assessment process is equitable

#### **2.0 The Purpose and Function**

- 2.1 The purpose of the External Examiner is to ensure that the standard of work is acceptable in both theory and practice and that the assessment criteria are applied consistently
- 2.2 External Examiners are not be expected to adjudicate in instances where the internal markers have failed to reach consensus. These situations should be resolved internally.
- 2.3 For theoretical components of the programme, external examiners should only adjust the marks or assessments made by the internal markers in very rare circumstances, for example where they have significant specialist or expert knowledge relating to the assessment material. Normally where the external examiner feels marks or assessments need to be reviewed then recommendations with clear rationale should be made directly to the relevant internal markers. In their absence they should be directed to the programme leads.
- 2.4 The External Examiner should ensure that the assessment of practice is operated equitably in clinical placements and that it is of an appropriate standard nationally and internationally.

### **3.0 The role of the External Examiner**

3.1 In order to achieve these requirements the External Examiner should

- a) Meet with students annually to determine the views of students regarding the assessment of practice process
- b) Meet with Mentors (assessors of practice) annually to discuss their role
- c) Where applicable attend a random sample of tripartite meetings that take place between the student, mentor and lecturers who are involved in the grading of practice
- d) Randomly sample and externally moderate the students portfolio