

# **The Institute of Ismaili Studies**

## **External Examiner Policy**

### **1. Introduction and scope**

1.1. External examining is crucial for the Institute to assure the maintenance of its academic standards within the UK HE context, and it is therefore an important part of the Institute's commitment to high quality, validated taught programmes of study, as well as short courses carrying academic credit.

1.2. The Academic Council retains responsibility for the appointment, with approval from SOAS, briefing and payment of all external examiners atc-4(A)4(S)4(,)-4( )] TÆTQp.(al)6(l)5( )-14(e





4.4 New external examiners must be briefed on their task as soon as possible after staff. The briefing will cover: the dates of examiners' meetings; the examiner's role in relation to the examining team as a whole; module specifications and teaching methods; the methods of assessment and marking scheme; modular regulations.

4.5 The relevant Department should provide the external examiner the following information:

The name and contact emails of key departmental staff (e.g. Academic Administrator, Programme leader etc);

The Exam Board date(s) to which the External Examiner is invited;

The Terms of Reference, and current membership of the Exam Board;

The relevant Student Handbook;

The relevant programme and module specifications and full outlines;

The relevant general and component-specific marking criteria;

The regulations to be used in determining student Progression, Awarding and Classification;

The previous External Examiner's report.

## 5 Document Control

<b>Version</b>	<b>Role / Activity</b>	<b>Person(s) responsible</b>	<b>Date</b>
Version 1	Author	Programme Leaders	2018
Version 2	Author	QA&E and AMC	August 2022
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