

## TERMS OF APPOINTMENT

This document should be read in conjunction with the Responsibilities and Duties of the External Examiner in [Chapter 5 of the LSHTM Academic Manual](#).

### 1. Evidence of right to work in the UK

To comply with requirements set by UK Visas and Immigration (UKVI), all external examiners are required to provide the LSHTM with evidence of their entitlement to work in the UK. External examiners are asked to bring the original document(s) to the LSHTM for formal verification on the first occasion on which they attend the LSHTM following appointment. Please note that the LSHTM is not able to process any payments until the original documentation has been verified by Human Resources. Further information and guidance on acceptable documentation please contact the LSHTM Human Resource department, [hr@lshtm.ac.uk](mailto:hr@lshtm.ac.uk)

### 2. Roles and duties

The responsibilities and duties of the external examiner as defined in [Chapter 5 of the LSHTM Academic Manual](#) outline the ways in which the external examiner is expected to support the LSHTM to ensure that assessment processes and standards are applied appropriately, consistently and fairly. This is with reference to the LSHTM Assessment Regulations and Exam Board guidance as well as the [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#) (FHEQ) and any relevant [Subject Benchmark Statements](#).

External examiners are expected to advise on proposed written and/or practical assessments, review internal marking of scripts and/or coursework and attend the meeting(s) of the main internal examination board.

External examiners are asked to provide informative comment and recommendations on any good practice and innovation relating to the learning, teaching and assessment they observe, and also on opportunities to enhance the quality of the learning opportunities provided to students. Although recommendations of external examiners will be given due weight, external examiners do not have the authority to change marks unilaterally. External examiners are asked, however, to be especially vigilant in ensuring that judgements made by assessors and exam boards about the academic standards of students are acceptable, and to ask that any concerns they have be minuted at the board in question.

### **3. Submission of an annual report**

External examiners are required to submit a detailed written annual report electronically to [pgtexamining@lshtm.ac.uk](mailto:pgtexamining@lshtm.ac.uk) within four weeks of the main examination board. The template report form can be downloaded from LSHTM's External Expertise website. **The LSHTM will share the annual examiner reports on the LSHTM Intranet page for enhancement purposes.**

The LSHTM reserves the right to redact information within external examiner reports prior to publication, solely on the grounds of staff or student confidentiality, or inappropriate comments relating to LSHTM policies, regulations or procedures that are outside the remit of the external examiner. External examiners would be informed if any such amendments were to be made to their reports prior to publication.

### **4. Responses to the External Examiner report**

All external examiner reports are forwarded by Quality & Academic Standards Office to the faculty and the Associate Dean of Education (Quality, Academic Standards & Collaborative Provision). The Programme Director will draft a formal response to the external examiner, outlining the actions taken in response to any recommendations. The response will be approved by the Faculty Postgraduate Taught Committee before it is sent to the External Examiner, via the Quality & Academic Standards Office.

An external examiner has the right to report directly and confidentially, to the Associate Dean of Education (Quality, Academic Standards & Collaborative Provision) on matters that would be considered to pose a serious risk to the academic standards of an LSHTM award.

### **5. Transparency of Process**

The LSHTM website provides information on the external examining process with the intent to offer greater transparency and assurance to students and other stakeholders of the integrity of the LSHTM examination procedures. The external examiner's name and institution will be listed on the LSHTM intranet. It is made clear to students that it is not appropriate for any student to make direct contact with an external examiner and if this happens we request that external examiners contact the Quality & Academic Standards Office. Under GDPR we require consent to use your personal information; personal information gathered during the nomination process (i.e. CVs and biography) will be kept in a secure & restricted environment for the duration of the tenure.

## 6. Conflicts of interest

External examiners are asked to read the conflict of interest statement (below) and confirm that they have no conflict before accepting the appointment. External examiners must advise the Quality & Academic Standards Office **immediately via email** at [pgtexamining@lshtm.ac.uk](mailto:pgtexamining@lshtm.ac.uk) if a declaration of a conflict of interest needs to be made before appointment or arises during their term.

1. The LSHTM will not appoint anyone in the following categories or circumstances as an external examiners; individuals must inform the Quality & Academic Standards Office if they are or become:
  - i. A member of a governing body or committee of either LSHTM or a collaborative partner institution involved in the programme; or a current employee of either LSHTM or a collaborative partner institution involved in the programme.
  - ii. Engaged in a close professional, contractual or personal relationship with a member of staff or student involved with the programme.
  - iii. Required to assess colleagues who are recruited as students to the programme.
  - iv. In a present or likely future position to significantly influence the future of students on the programme (prior to graduation).
  - v. 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.
  - vi. Former staff or students of LSHTM, unless a period of five years has elapsed and all students taught by or with the external examiner have completed their programme(s).
  - vii. Responsible for cognate programmes at another institution for which an LSHTM staff member is external examiner.
  - viii. A member of the same department in the same institution as another current external examiner for the programme, or another external examiner who has just stepped down from the programme

## 7. Termination of appointment

In certain circumstances, it may be necessary for the LSHTM to terminate an external examiner's appointment prematurely. These circumstances might include, but are not limited to: failure to attend an examination board (where attendance is required) without having had alternative arrangements agreed by

the LSHTM, failure to provide a complete annual report within four weeks following the examination board; the emergence of a conflict of interest; breaching confidentiality with regard to personal information of students; unsatisfactory performance/conduct, or bringing the University into disrepute. On occasion, a programme of study may suspend recruitment or close the provision entirely.

In these circumstances the external examiner will be consulted as part of the Programme Suspension and Discontinuation procedure to ensure the appropriate teach-out plan and examination procedure continues whilst students are still expected to complete.

## **8. Resignation**

External examiners wishing to terminate resign their appointment are required to give the

LSHTM at least three (3) months' notice to allow a replacement to be found.

Where possible the LSHTM would like external examiners to carry out their duties until the end of the academic year of resignation. If an external examiner intends to resign mid-year they should contact the LSHTM immediately **via email** at [pgtexamining@lshtm.ac.uk](mailto:pgtexamining@lshtm.ac.uk) .

## **9. Confidentiality**

By accepting their appointment, external examiners agree not to use or disclose any confidential information relating to the LSHTM or any of its staff and students to any third party, either during the appointment or after its termination. This obligation shall not apply to any such information that has been legally released into the public domain by students or the LSHTM, or in relation to the external examiner's responsibilities.

## **10. Payment of fees and expenses**

Payment of the fee as set out in [External Examiners Fees And Expenses Payment Information](#) is conditional upon the completion of duties in full, including attendance at examination boards and submission of the annual written report. External examiners are paid by the LSHTM through an invoice and expense claim. Once authorized, payment will be made into the bank or building society account nominated by the external examiner. The Quality & Academic Standards Office will reimburse the reasonable cost of expenses incurred, including travel and accommodation.

## **11. Induction Checklist**

External examiners are expected to ensure that they complete the induction Checklist and return it to the Quality & Academic Standards Office via email to [pgtexamining@lshtm.ac.uk](mailto:pgtexamining@lshtm.ac.uk).

The external examiner must liaise with the Exam Board Chair and/or the Quality & Academic Standards Office if they are unable to access any of the supporting guidance and regulation.