



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.**

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.**

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.



### **3.**

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 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.**

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.**

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.





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.**

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 at [pgtexamining@lshtm.ac.uk](mailto:pgtexamining@lshtm.ac.uk) .

**9.**

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.**

