



External Assessor Policy

Core Documentation Cover Page

External Assessor Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Mar 2013 Academic Council	To outline the recruitment, role and expectation of external assessors used by the UCO.	M.Ost Course Leader	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2014
V2.0	Oct 2014 PRAG Chair	Biennial Review Administrative Amendment to update staff role titles.	M.Ost (Full-Time) Course Leader	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2016
V3.0	Sep 2016 Academic Council	Biennial Review Major Amendment to reflect current practice.	Pre-Registration Portfolio Board Chair	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V4.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Pre-Registration Portfolio Board Chair	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V5.0	Mar 2019 Academic Council	Major Amendments to broaden the scope of the policy so that it is applicable to all courses and partner organisations.	M.Ost Course Leader	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2022
V6.0	Dec 2019 PRAG Chair	Administrative Amendments to reflect the new Committees' structure	Head of Quality	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2022
Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X

Negative equality impact (i.e. increasing inequalities)	
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<p>If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk</p>
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EXTERNAL ASSESSOR POLICY

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1. SCOPE

- 1.1 This policy is to ensure the quality of the appointment and use of external assessors across all undergraduate and postgraduate UCO courses.

2. BACKGROUND

- 2.1 The University College of Osteopathy (UCO) uses a wide range of assessment tools within all its pre-registration and postgraduate programmes ensuring that the assessments used are appropriate and are reflective of the content being assessed. For some summative assessments, external assessors are used to support internal assessors.
- 2.2 The external assessor role is separate from that of External Examiners. and is approved and appointed by the UCO following this procedure.
- 2.3 This policy is to ensure the quality of the appointment and use of external assessors across all pre-registration and postgraduate courses, where necessary.

3. GENERIC PERSON SPECIFICATION

A) EDUCATION/QUALIFICATION

- 3.1 Evidence of relevant postgraduate / post-qualifying courses in areas related to relevant course of study.
- 3.2 Registration with the professional regulatory body or equivalent.
- 3.3 Degree or equivalent qualification in area related to relevant UCO course.

B) EXPERIENCE

- 3.4 Minimum five years of relevant professional experience.
- 3.5 Experience in leading or running a unit in an education setting related to relevant UCO course.
- 3.6 Extensive experience as an examiner in pre-registration or postgraduate course related to relevant UCO course.

C) KNOWLEDGE

- 3.7 Knowledge of recent developments within the relevant profession.
- 3.8 Knowledge of quality assurance in higher education.
- 3.9 Good understanding of exam process in higher education setting.
- 3.10 Relevant knowledge of relevant theory and practice.
- 3.11 A detailed knowledge of relevant regulatory guidelines.

D) SKILLS

- 3.12 Ability to communicate effectively and flexibly, and to adapt communication style to the needs of role.
- 3.13 Ability to establish and maintain good working relationships.

3.14 Ability to prioritise, plan and organise work load.

3.15 Negotiation and conflict resolution skills.

E) PERSONAL ATTRIBUTES

3.16 Ability to organise, prioritise, delegate and manage time effectively.

3.17 Experience of team work

3.18 Evidence of reflective practice.

3.19 Ability to liaise, negotiate and problem solve.

4. ROLE WITHIN DEPARTMENTS

A) RESEARCH

4.1 Grade presentations and provide written feedback pertaining to students' performance.

4.2 Actively contribute to the moderation of student grades.

4.3 Attend the UCO assessor briefing and debriefing sessions prior to taking part in the final year dissertation presentation day.

B) PRACTICAL SKILLS

4.4 Critically evaluate student skills and competence against assessment criteria set by the UCO.

4.5 Gather objective evidence of student performance throughout the assessment process.

4.6 Provide feedback of student performance to support student development.

4.7 Actively contribute in the moderation of student grades.

4.8 To attend the UCO assessor briefing and training session prior to taking part in the practical skills exams.

5. APPOINTMENT PROCESS

5.1 Following consultation with the Course Leader, the Head of Area (or equivalent) will start informal negotiations with the proposed external assessor who will be asked to submit a CV where the key skills required for assessing the subject will be identified.

5.2 Nominations for external assessors will be made by the Head of Area (or equivalent) to the Pre-Registration Portfolio Board (or equivalent).

5.3 The proposed external assessors CV will be presented at the Teaching Quality & Standards Committee where final approval will be confirmed.

6. CONTRACT

6.1 On approval, the external assessor will be issued with a "Contract of Services" by the HR department. The external assessor will maintain a self-employed status according to the UCO. The "Contract for Services" is renewed annually.

- 6.2 The external assessor will be required to invoice the UCO for the number of hours undertaken as an external assessor. The external assessor will be required to supply the UCO with their bank details, on the invoice, allowing the UCO to pay the external assessor directly.

7. TRAINING AND DEVELOPMENT

A) RESEARCH

- 7.1 All external assessors will have experience in research.
- 7.2 Evidence of experience in education in an area related to the relevant UCO course.
- 7.3 Experience of supervising or co-supervising student research projects to Master's level.
- 7.4 Assessors will have an active interest in the research areas related to relevant subject of study.
- 7.5 Evidence of relevant postgraduate / post-qualifying courses in areas related to relevant UCO course.

B) PRACTICAL SKILLS

- 7.6 Evidence of experience in osteopathic or healthcare education in an area related to the relevant UCO Course
- 7.7 Extensive experience in teaching relevant practical skills.
- 7.8 Assessors will have an active interest in the research areas related to area of study.
- 7.9 Evidence of relevant postgraduate / post-qualifying courses in area related to relevant UCO course.
- 7.10 Experience in working in a relevant clinical setting.

8. ROLE IN APPEALS AND COMPLAINTS

- 8.1 External assessors are contracted by the UCO to act in a range of designated assessments and must conform to the UCO's overarching and unit specific policies and procedures. Where the function of an external assessor results in any disadvantage, damage, injury or distress caused by inappropriate acts or omissions, these procedures will be triggered and appropriate action undertaken.
- 8.2 The student who is the subject of such acts or omissions is entitled to submit a complaint. This will instigate the Policy and Procedure relating to Students Complaints.