

membership of the panel, with the responsibility for approaching and appointing External Assessors for each revalidation and validation event at the Regional Partners resting with the Academic Quality Standards and #onduct team. The panel's task is to consider the programme proposal and make a recommendation to the University on the revalidation or validation of the programme(s), including the setting of conditions where appropriate. The final decision regarding programme approval and the sign off of any conditions lies vhc

employment practices, developments in academic research in the wider higher education sector;

- 7) contribute to the decision on the approval of the proposed programme, the setting of conditions;
- 8) comment on the response to those conditions as appropriate.

In order to do this, the External Assessor will be required to:

- 1) provide subject and/or teaching learning and assessment expertise during the validation or revalidation process for the programme being considered;
- 2) read documentation relating to the validation or revalidation of the relevant programme prior to the validation or revalidation event;
- 3) attend the validation or revalidation event for the programme and provide input into the discussions on programme content, assessment arrangements, professional requirements (if the award is seeking professional accreditation) and practical requirements (particularly for Foundation Degrees);

6

External Assessor Fee

Payment is made through the University payroll and the amounts paid are subject to tax and National Insurance contributions. The external assessor fee is £450.

External Assessor Expenses

External Assessors can claim travel and expenses by liaising with Taylor Donoghue-Smith, contact details below. The expense claims must be made in line with the Expenses Manual available on the Lancaster University website.

We ask that you please send completed expenses forms in duplicate, with receipts, parking or rail tickets, to:

Academic Standards and Quality
C Floor, University House
Lancaster University
Lancaster, UK
LA1 4YW

7

Queries

Any queries regarding the external assessor role should be directed to:

Taylor Donoghue-Smith
t.donoghue-smith1@lancaster.ac.uk