

External Examiner Policy and Schedule

The External Examiner Policy is attached as supporting evidence for the programme submission. The policy sets out the purpose, appointment process, responsibilities, review schedule, documentation requirements and compliance expectations for external examiners.

The purpose of the External Examiner Policy is to ensure that academic standards and assessment integrity are aligned with MFHEA and international benchmarks. It also provides independent verification of curriculum delivery, assessment fairness and grading consistency, while supporting continuous improvement in learning outcomes and programme quality.

External examiners are appointed from senior academic or professional backgrounds, with relevant expertise in Tourism and Hospitality Management. They must be independent and must not have had direct involvement with EAAS teaching staff or administration within the previous three years. Appointments are normally made for two academic years and may be renewed depending on performance and institutional requirements. Any potential conflict of interest must be declared and assessed before appointment.

The responsible units for this process are the Academic Council and the Quality Assurance Unit.

External examiners are responsible for reviewing assessment instruments, including examinations, assignments and projects, to ensure alignment with learning outcomes and MQF/EQF levels. They also verify grading standards, moderation practices and fairness in marking. Where feasible, they may attend viva voce assessments, presentations or online assessment reviews. External examiners are required to submit an independent report with recommendations for academic quality enhancement. Reports must be submitted to the Academic Council and Quality Assurance Unit within four weeks of assessment completion.

The policy includes the following schedule of review:

Academic Activity	Timing	Responsible Unit
End-of-semester assessment review	Within 4 weeks post-assessment	External Examiner and Controller of Examinations
Annual programme review	End of academic year	External Examiner, Academic Council and QA Unit
Curriculum and assessment moderation	Prior to final exam administration	Programme Leader and External Examiner

The documentation and evidence maintained under this policy includes appointment letters and contracts for all external examiners, reports submitted by external examiners

for each review period, Academic Council meeting minutes reviewing external examiner reports, and records of feedback and actions taken within the QA system.

All documentation is stored securely in a cloud repository and retained for seven years in line with the Records Retention Schedule.

External examiners are bound by confidentiality agreements covering student data and institutional documentation. All activities must comply with GDPR, institutional data protection requirements and MFHEA regulations.