

## **11.4**

# **PROCEDURE FOR APPOINTMENT OF AN ARBITRATING EXTERNAL EXAMINER**



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

### **Appointment of an Arbitrating External Examiner (Degrees of PhD, Professional Doctorate, and MPhil)**

In the event of a dispute between the examiners as to the result of the examination, the *Examiners' Formal Recommendation on the Outcome of the Examination* should not be signed, but instead the Chair should notify the Academic Registry and the candidate. The Academic Registry will issue guidance and report forms for use by arbitrating external examiners.

The following procedure is applicable in all such cases:

1. When a dispute arises between the external examiner and internal examiner(s) the usual Report and Result Form should be marked by the Examiners and Chair so as to indicate that the Board had been unable to agree upon a recommendation.
2. In such a case it is within the power of the Vice-Chancellor to resort to another external examiner who shall be asked to arbitrate.
3. When selecting an Arbitrating External Examiner the Vice-Chancellor may take into account any written reports submitted by the members of the Examination Board and may also take into account – but need not be bound by – any nomination made by the original Board.
4. Upon appointment by the Vice-Chancellor, an Arbitrating External Examiner shall be given by the Chair of the Examination Board a copy of the candidate's work together with the reports of the original examiners and the 'Arbitrating Examiner's Report and Result Form' and 'Notes for Arbitrating External Examiners'. These documents shall be provided to the Chair by the Academic Registry.
5. When considering the candidate's work, an Arbitrating External Examiner may choose whether or not to refer to the reports of the original examiners (and if so, when he/she might do so). He/she may also choose to conduct a further oral examination.
6. When the Arbitrating External Examiner has concluded the consideration of the work, the outcome should be communicated to the Chair of the Examination Board, in the first instance. The Chair shall arrange for the Arbitrating External Examiner's 'Report and Result Form' to be completed, signed and returned to the Academic Registry.