

**Policy on Expert External Examiners and External Authenticators**

Policy  Procedure  Protocol  Guideline

**Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)**

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## 1.0 Purpose

The Centre of Nursing and Midwifery Education (CNME) is committed to providing Quality Assurance (QA) policies, procedures and processes to underpin fair valid and consistent learner assessment in compliance with Quality Qualifications Ireland (QQI) assessment and standards (QQI 2013). The CCNME recognises the key contribution of the roles of Expert Panellists, External Examiners and External authenticators to the quality assurance of programmes of education and related service.

The purpose of this policy is to sets out the CCNME approach to the engagement of External Reviewers, External Examiners and External Authenticators to evaluate the quality and academic standards of programmes delivered by the CCNME.

## 2.0 Scope

The policy applies to the following:

Academic Council	Programme Development Committee	Programme Board and Programme Committees	CCNME Programme Teams
✓	✓	✓	✓

## 3.0 Policy Statement

The CCNME complies with QQI Statutory Quality Assurance (QA) Guidelines relating to the recruitment, engagement, role and responsibilities of Expert Panellists, External Examiners and External Authenticators. The CCNME will also comply with Section 5 on External Examiners, in the Nursing and Midwifery Board of Ireland (NMBI) Post Registration Nursing and Midwifery Programmes Standards and Requirements (NMBI 2015).

## 4.0 Roles and Responsibilities

	Academic Council	Programme Development Committee	Programme Board and Programme Committees	CCNME Programme Teams
Responsibility for Implementation	✓	✓	✓	✓
	Academic Council	Programme Board & Programme Committees	CCNME Programme Team	
Responsible for Monitoring & Review	✓	✓	✓	

#### **4.1 Academic Council**

- 4.1.1 Provide oversight of the development, implementation and review of educational and quality standards and associated policies and procedures ensuring compliance with standards and guidelines of Quality Qualifications Ireland (QQI), legislation, statutory and regulatory external stakeholder requirements;
- 4.1.2 Establish criteria for the selection and appointment of expert external examiners and external authenticators;
- 4.1.3 Provides information explicit, and in writing with regard to the role, responsibilities and authority of the External Reviewers, External Examiner and External Authenticator for the purpose of clarity for all stakeholders involved;
- 4.1.4 Identify and select National or International External Reviewers for external programme review;
- 4.1.5 Approve nominations of External examiners, subject matter experts and external authenticators for programmes;
- 4.1.6 Maintain a register of external examiners/authenticators appointed to the appropriate programmes of education;
- 4.1.7 Ensure the CCNME responds appropriately to annual review of external examiner reports;
- 4.1.8 Prepare an annual report for director of ONMSD on matters of concern identified by external examiners to Quality Improvement (QA) processes.

#### **4.2 Programme Development Committee**

- 4.2.1 Identify a potential external examiner/authenticator who meets the selection criteria for the programme being developed;
- 4.2.2 In the event of more than one nomination the Programme Development Committee will forward through the Quality Enhancement Committee who will determine suitability of the External Examiner/Authenticator against the selection criteria;
- 4.2.3 Receive from the Quality Enhancement Committee confirmation of the appointment of the External Examiner/Authenticator for the programme;
- 4.2.4 Agree the External Examiner/Authenticator scope of operation at the outset along with supporting documentation that assists them in their role.

#### **4.3 Quality Enhancement Committee**

- 4.3.1 Consider External Examiner/External Authenticator nominations prior to recommendation to the Academic Council;
- 4.3.2 Formally invites the External Examiner/External Authenticator to act as an External Examiner/External Authenticator for the programme;
- 4.3.3 Issue a formal appointment letter and include the CCNME documentation to support them in their role.

#### **4.4 Programme Board**

- 4.4.1 Oversee the delivery and review of programmes by programme committees and Programme Teams to assure compliance with relevant strategies and quality assurance standards in determining the overall effectiveness and quality of programmes;
- 4.4.2 Communicate with identified External Examiners/External Authenticators/ subject matter experts in advance of programme commencement for review and approval of assessment tasks and criteria;
- 4.4.3 Provide external examiners/external authenticators/ subject matter experts with the approved criteria, model answers and grading rubric for each component of a programmes assessments;
- 4.4.4 Programme Board schedule QOI HET programmes of education and Board of Examiners to ensures appropriate and timely scheduling of CCNME activities;
- 4.4.5 Collaborate with the relevant committees and subcommittees to request and review reports specific to monitoring, review and auditing of programme quality;
- 4.4.6 Consider all suggestions, criticism, deletions and amendments to assessment tasks and criteria provided by external examiners;
- 4.4.7 Prepare and provide a report on examination and authentication process and results for the Academic Council.

#### **4.5 Programme Committees**

- 4.5.1 Arrange induction for the External Examiner/External Authenticator to be familiar with the CCNME, its policies on external examining, including reporting requirements and the structure, MIPLOS and assessment procedures of relevant HET programme(s) of education and determine any further requirements;
- 4.5.2 Agree with the External Examiner/External Authenticator a schedule for review and submission of assessment material;
- 4.5.3 Submit to the External Examiner for review, all draft assessments tasks, including marking schemes, examination papers, assignments, guidelines, answer plans etc, prior to circulation to learners;
- 4.5.4 Amend assessment tasks, based on the External Examiners recommendations/ feedback;
- 4.5.5 Provide the External Examiner with a sample of graded learner assessment, previously agreed with the Programme Co-ordinator at induction;
- 4.5.6 Formally communicates with the External Examiner/External Authenticator identifying date(s) and agreed time(s) and venue(s) for visits.
- 4.5.7 Identify a sample of learners who have completed the programme and relevant staff to be available to meet with the External Examiner/External Authenticator on the date(s) of the External Examination if requested;

4.5.8 Ensure that the External Examination process is adhered to and when complete prepares for the Pre-Board of Examiners and the Board of Examiners meetings.

#### 4.6 CCNME Programme Teams

- 4.6.1 Ensure all relevant staff within the Centre are aware of and comply with this policy;
- 4.6.2 The Programme Coordinator will communicate with programme facilitators, internal assessors and internal moderators regarding the External Examination process;
- 4.6.3 Provide internal assessor/moderators with date(s), times and venues of Pre-Board External Examiner(s) and Board of Examiners meetings;
- 4.6.4 Ensure that the External Examiner(s) feedback is available for the Pre-Board of Examiners and the Board of Examiners;
- 4.6.5 Collaborate with programme board regarding dates for external examination/external authentication;
- 4.6.6 Ensure compliance with the monitoring, review and evaluation procedures for QQI level 5 to level 8 programmes, and the Quality Enhancement Committee.

#### 5.0 Document Control

Document Title	<b>Policy on Expert External Examiners and External Authenticators</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	<ul style="list-style-type: none"> <li>• <i>Data Protection Act 2018</i>. No. 7/2018 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html">https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html</a> [accessed 31 January 2022].</li> <li>• <i>Equal Status Act, 2000</i>. No. 8/2000 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/html">https://www.irishstatutebook.ie/eli/2000/act/8/enacted/en/html</a> [accessed 31 January 2022].</li> <li>• Further Education Support Service. <i>Further Education Support Service</i> [online]. Available from: <a href="https://www.fess.ie/">https://www.fess.ie/</a> [accessed 23 January 2022].</li> <li>• Nursing and Midwifery Board of Ireland (NMBI). (2015). <i>Post Registration Nursing and Midwifery Programme: Standards and Requirements</i> [online]. Available from: <a href="https://www.nmbi.ie/NMBI/media/NMBI/Post-registration-nursing-midwifery-programmes.pdf?ext=.pdf">https://www.nmbi.ie/NMBI/media/NMBI/Post-registration-nursing-midwifery-programmes.pdf?ext=.pdf</a> [accessed 23 January 2022].</li> <li>• <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012, s.57 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html</a> [accessed 31 January 2022].</li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019</i>. No. 32/2019 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html">https://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html</a> [accessed 31 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2013). <i>Assessment and Standards, Revised 2013</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf">https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf</a> [accessed 30 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2016a). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2017). <i>Policies and criteria for the validation of programmes of education and training</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-11/gp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf">https://www.qqi.ie/sites/default/files/2021-11/gp-17-policies-and-criteria-for-the-validation-of-programmes-of-education-and-training.pdf</a> [accessed 2 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2016b). <i>QQI Sector Specific Independent/Private Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis</i>. Dublin: Quality and Qualifications Ireland.</li> <li>• Quality and Qualifications Ireland (QQI). (2018). <i>Quality Assuring Assessment Guidelines for Providers Revised 2013 (Version 2 - revised 2018)</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf">https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf</a> [accessed 30 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2016c). <i>Topic Specific: Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/Statutory%20QA%20Guidelines%20for%20Blended%20Learning%20Programmes.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/Statutory%20QA%20Guidelines%20for%20Blended%20Learning%20Programmes.pdf</a> [accessed 30 January 2022].</li> </ul>
<p>Related Policies &amp; Procedures</p>	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Assessment of Learners</a> [PDF, 8 Pages]</li> <li>• <a href="#">Procedure on Assessment of Learners</a> [PDF, 7 Pages]</li> <li>• <a href="#">Policy on Grading and Certification of Learner Assessment</a> [PDF, 6 Pages]</li> <li>• <a href="#">Procedure on Grading and Certification of Learner Assessment</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on External Authentication (FET)</a> [PDF, 6 Pages]</li> <li>• <a href="#">Procedure on External Authentication (FET)</a> [PDF, 4 Pages]</li> </ul>

	<ul style="list-style-type: none"><li>• <a href="#">Policy and Procedure on Board of Examiners: Results Approval Panel</a> [PDF, 6 Pages]</li><li>• <a href="#">Policy on External Examination (HET)</a> [PDF, 9 Pages]</li><li>• <a href="#">Policy on Programme Monitoring and Review</a> [PDF, 7 Pages]</li><li>• <a href="#">Procedure on Programme Monitoring and Review</a> [PDF, 6 Pages]</li></ul>
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