

Academic Reviewer/External Examiner Checklist

1. Key Principles of Academic Reviewer Role (who will normally be a member of academic staff at the OU, an OU Associate Lecturer or an OU Emeritus Professor):
 - Providing a demonstrable link between Faculties and partner institutions
 - Identifying opportunities for the continuing development and enhancement of the student experience in partner institutions
 - Providing opportunities to enable the development of the relationship between the University and the institution.
2. Key principles of External Examiner Role (who are external to the Open University):
 - To ensure that justice is done to all students regarding assessments
 - To ensure that the standard of The Open University's qualifications is maintained.

Area of Activity	Academic reviewer	External Examiner
Staff development activities		
Observing peer review of teaching at partners	✓	
Supporting/Providing activities relating to teaching, learning and assessment for staff involved on OU awards	✓	
Marking and Moderation of student work		
Attendance at Examination Boards	✓ ¹	✓
Approve the form and content of all assessments contributing to an OU award		✓
Sample students' work to ensure that assessment criteria have been interpreted correctly and grades awarded appropriately		✓
(As part of the Examination Board process) Consider cases of mitigating circumstances and/or appeals against assessment decisions as required		✓
Monitor any amendments to assessment tasks to accommodate disabilities so that they are fair and there is parity in the level of assessment.		✓
Ensure all recommendations for awards are made in accordance with the approved OU (and Professional Statutory and Regulatory Bodies) regulations		✓
Sign award board documentation for submission to Module Results Approval and Qualifications Classification Panel (MRAQCP)		✓
Involved with preparing for Institutional (Re)Approval, Validations, and Revalidations		

¹ Although not compulsory, due to the number/size of exam boards at overseas institutions ARs may be asked to support this activity by attending

Provide feedback on draft documentation from partner institution	✓	
Support with staff development where appropriate	✓	
(Where appropriate) liaise with Faculty on matters relating to Institutional (Re)Approval of programme (re)validations at partner institutions	✓	
Enhancement Activities		
Meeting with students on an annual basis	✓	✓ ²
Advise on any proposed changes to the validated programme(s)/modules, where these affect assessment requirements	✓	✓
Miscellaneous		
Oversight of staff CVs at partner institutions	✓	
Appraising and approving External Examiner nominations	✓	

² Although not compulsory, EEs' meeting with student on an annual basis is strongly encouraged by the OU