



APPROVAL & ACCREDITATION BOARD

Procedures for the inclusion on Register of External Examiners

Introduction

It is recognised that it can be difficult to identify appropriately qualified individuals to act in the capacity of external examiners. This is because there is a lack of ready information regarding who is available and qualified to undertake the role. Accordingly, the College of Radiographers (CoR) is establishing a Register of individuals for appointment as external examiners.

The aim of the Register is to assist Higher Education Institutions (HEIs) and other education providers to identify suitable external examiners; and also to enable appropriately qualified individuals wishing to undertake external examining duties to put themselves forward for consideration.

The Register will provide names of suitably qualified individuals to act as external examiners for CoR approved and/or accredited programmes or courses at pre-and post-registration levels. It will also provide a source of potential examiners for doctoral level studies and programmes undertaken by radiographers.

This service forms part of the 'inclusive package' for HEIs and other educational providers who purchase the College's services. It will be publicised directly to education providers, and through the College's usual vehicles (Synergy News, TopTalk and the Society of Radiographers website).

Process

Education providers requiring to appoint or replace an external examiner should complete the CoR proforma which will include reference to the course in question and any caveats associated with the course or prior institutions from which external examiners may not be selected.

The CoR will provide three names of people on the Register, together with contact details. The process for selecting these individuals will be based upon a cyclical system. This will permit less experienced external examiners to be selected, thus avoiding continually utilising more experienced ones without allowing for growth of new talent.

The education provider is then free to contact one or more of the named individuals as appropriate. Should names provided be inappropriate, for example, due to unrecognised conflicts of interest, the education provider may seek a further list from the College.

Decisions regarding appointments are entirely those of the education providers using this service. However, when an appointment is made from names provided, the education provider is asked to advise the College who has been appointed. This will help the College to avoid putting forward individuals holding two external examinerships.

Entry to the Register

Individuals interested in being placed on the College of Radiographers Register of External Examiners, are invited to submit an application which can be found on the SoR website: <http://www.sor.org/public/app.htm>. This will be considered by the Approval and Accreditation Board (AAB). The names approved by the AAB will be added to, and remain on, the Register for a period of 4 years following which registrants will be asked to complete a continuing registration application.

Criteria for Inclusion on the Register

The College of Radiographers is of the view that external examiners must have appropriate professional standing evidenced through recognised academic expertise and/or professional achievements. The criteria for inclusion in the Register reflect this and are as follows:

1. Membership of the Society of Radiographers.
2. Academic/professional qualifications appropriate to the award being examined, with both level and subject(s) of those awards at least corresponding to those being examined.
3. Active involvement in education and training programmes in radiography for a minimum period of at least three years.
4. Experience in assessment in the subjects at the appropriate level of at least three years.
5. References from two referees who can attest to the applicant's experience and ability.
6. Awareness of professional body policies relative to radiography education and practice.

For further details of the CoR Register please contact approval@sor.org