

## External Examining Opportunities

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- **BSc (Hons) Construction Management (Academic)**
- **BSc (Hons) Architectural Design Technology (Academic)**

### Details of requirements

The main duties are to:

- review draft assessment papers and provide comment;
- review samples of relevant modules and projects ahead of the Boards of Examiners at an External Examiner review day;
- review the results of coursework, examinations, projects and dissertations;
- attend Board of Examiner (Module and Progression and Award Board) meetings;
- approve the Module results and/or the Progression List and Award results;
- submit an annual written report within agreed deadlines.

The post will be for 4 academic years commencing in the Autumn semester.

UCEM currently operates programmes on a semester basis and therefore the duties of an External Examiner are expected to be carried out twice per year over two semesters.

There are normally two External Examiners for each programme, one academic and one practitioner.

The annual External Examiners report is to be submitted each year to provide feedback and comment on UCEM, quality practices and the relevant modules and awards.

This role is for those actively working in academia (such as a Programme Leader for the relevant subject matter) or practice and the duties are carried out alongside your main employment. We would be particularly interested in candidates who are RICS professionals.

Due to this being an external role, UCEM is unable to appoint someone who has close professional, contractual or personal relationship with a UCEM member of staff or student on the programme concerned or someone who is or has been in the last five years a:

- member of the UCEM Board of Trustees or deliberative committee;
- UCEM employee including an Associate Tutor;
- UCEM student.

We are also unable to appoint those based overseas and / or without the right to work in the UK.

Please see the [UCEM Code of Practice External Examining \(opens a new window\)](#) for more details about the role.

Induction and support is provided as required.

If you are interested or would like to discuss further, please contact [externalexaminers@ucem.ac.uk](mailto:externalexaminers@ucem.ac.uk)