

External Examiner at the National Centre for Circus Arts

Job Description

Job Title:	External Examiner (HE provision)
Reports to:	University of Kent Quality Assurance Office and Stevie Taylor
Member of:	University of Kent Quality Assurance and NCCA Head of Academic Administration and Student Support
Salary:	Fees and Expenses (outline in External Examiner Handbook)
Holiday Entitlement:	N/A
Hours:	Adhoc
Start Date:	September 2024

Profile:

The National Centre for Circus Arts is a world-class educational & professional national training centre for circus arts. Based in a redeveloped Victorian power station in Hoxton, London, N1, we run a degree in circus arts; offer practice facilities, rehearsal and show-devising space to professional performers; offer a wide range of classes for adults and children in the evenings and at weekends and produce public and internal productions. The building is also home to 11 Creative Business Units in the purpose built offices in the Energy Centre.

The Post:

External Examining is a key part of the way NCCA and the University of Kent manages the quality of its courses of study. In providing informed and impartial oversight the University's External Examining system ensures:

- the academic standards of each award and its component parts are set and maintained by the University at the appropriate level and that student performance is properly judged against this;
- the assessment process measures student achievement appropriately against the intended outcomes of the course, and is rigorous, fairly operated and in line with the institution's policies and regulations;
- the University is able to compare the standards of its awards with those of other higher education institutions.

Principal Responsibilities

The role and functions of External Examiners are as follows:

- To participate as a full member of the Board(s) of Examiners of which they are a member.
- To monitor and report on the standards set by the University for its awards in the subject area concerned in comparison with those of other institutions.
- To confirm that standards are appropriate for qualifications at that level and in that subject.
- To ensure that awards are in line with the Framework for Higher Education Qualifications (FHEQ), Characteristics Statements, Subject Benchmark Statements and where applicable Professional, Statutory and Regulatory Bodies (PSRBs) requirements.
- To review and comment, in advance, on examination question papers (including those for referrals and deferrals) which contribute to the classification of an award.

- To attend all meetings of the Board(s) of Examiners of which they are a member and at which decisions may be taken about awards to students, except as set out in Annex J of the Code of Practice for Taught Courses, Boards of Examiners, and, where considered appropriate, to endorse the decisions reached. Attendance by virtual means will be permitted only with the advance permission of the DVC Education and Student Experience.
- To monitor and report on the achievement of students.
- To monitor and report on the proceedings of the Board of Examiners and in particular on whether these ensure that students are treated fairly and consistently within institutional regulations and guidance.
- To monitor and report on whether assessment enables achievement by students of the stated learning outcomes to be tested.
- To comment on whether students have the opportunity to achieve standards beyond the threshold level and to comment on degree outcomes.
- To monitor and report on whether marking is undertaken rigorously and in accordance with assessment criteria, in particular by reviewing the marking of samples of student work (including work for referrals and deferrals).
- Where appropriate, to observe student work, for example in the performing arts.¹
- To monitor and report on whether students are offered appropriate opportunity to realise learning outcomes through work based learning, placement and employer links and its associated assessment.
- To discuss with internal examiners and to report on steps which might be taken to enhance the experience of students, the assessment process and the proceedings of the Board of Examiners.
- To report on good practice identified within the School, relevant to the course(s) for which they act as the External.
- To submit an annual report to the University within four weeks of the main annual meeting of the Board of Examiners (i.e. where a course of study has more than one Board of Examiners meeting per academic year the annual report should not be completed until after the final meeting has taken place).

Person Specification

Essential Skills

- The external examiner should have a background in circus as well as extensive experience of the circus profession along with an understanding of conservatoire level training. Applicants should be educated to honors level and have experience of external examining in at least one other HE institution with a strong insight into the academic/research side of circus arts.

To avoid conflicts of interest, we are unable to accept applications if you:

- are a current external examiner within the University of Kent or Nation Centre for Circus Arts or have acted as an external examiner for either institution in the past;
- have had links with National Centre for Circus Arts in a teaching and/or administrative capacity;
- are currently professionally involved with members of the National Centre for Circus Arts course team;
- have been employed within the previous five years by National Centre for Circus Arts or the University or at one of its associate institutions.

¹ Prior consent is required from the Quality Assurance and Compliance Office where this will exceed a total of six visits in one academic year.