

FAQs on Mentorship of New External Examiners

1. Will my external examiner need a mentor?

If your external examiner has not previously been an external examiner on a taught course programme then a mentor should be appointed.

2. Does participation in viva examinations for research students, or organisation of programme at the home institution count as previous experience?

Whilst this will be useful experience, it does not mean that the examiner will be familiar with all aspects of the role of an external examiner on a taught course programme, and they should still receive mentorship.

3. Who is eligible to act as a mentor?

A mentor should be another external examiner within the department. They should have at least two years' experience as an external examiner. As they would need to complete a full cycle with the new examiner, a colleague in the third year of their tenure would be preferable. Where it is not possible to appoint a mentor from within the department, a mentor from another department in the same faculty/school should be identified.

4. Can someone from the Imperial department act as a mentor?

In order to maintain impartiality, the external should not be influenced by current employees of Imperial, particularly those involved with the programme in question.

5. Can someone from the new examiner's home institution act as a mentor?

Potentially they could, but this is not ideal as they will not be familiar with the systems in place at Imperial.

6. Do they need to be part of the same course, or covering the same kind of work?

Ideally they should be on the same course if possible, but in the case of smaller programmes with only one examiner, an external from another programme would be fine. They do not need to be reviewing the same material.

7. What is the role of a mentor?

A mentor should be able to provide advice to the new examiner during their first year or two on the programme, and be available if the new external has any questions during this time.

8. How long does mentoring last?

Mentors should be available for the first two years of tenure for a new external examiner

9. What else can we do to support our new examiners?

The department should ensure that all examiners receive the documentation outlined in QAECs [Aide Memoire](#) for new examiner appointments. Further information can be found on the [QA website](#) . All new examiners should be encouraged to attend one of the external examiner induction days organised by Registry in January/February each year, and to review the support material available from AdvanceHE (formally the [Higher Education Academy](#))