

External Examining Opportunities

- **Certificate of Higher Education Built Environment Studies and Certificate of Higher Education Construction and Built Environment**

Details of requirements

This vacancy is for an Academic External Examiner for both the Certificate of Higher Education Built Environment Studies and Certificate of Higher Education Construction and Built Environment programmes.

The following Level 4 modules are taken across the Cert HE programmes:

- Introduction to the Built Environment 1
- Introduction to Sustainability
- Construction Technology 1
- Professional and Business Practice
- Introduction to Regulatory and Built Environment Law
- Introduction to the Built Environment 2
- Introduction to Valuations
- Introduction to Construction Practice
- Introduction to Site Operations
- Procurement and Contracts
- Design Development and Production Coordination

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 2024 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.

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 with experience of teaching at Level 4 within the Built Environment. 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