

## **External Examiner - Programme Team Induction Checklist**

The Programme Team is responsible for providing a School and Programme induction to newly appointed External Examiners. This Checklist outlines the key information to be provided to an External Examiner when they commence their role.

### **Documentation to be provided to the External Examiner:**

- Programme and module specifications
- Programme Handbook (and any other appropriate documentation) defining the aims and objectives of the programme, the programme scheme, syllabuses, assessment scheme and assessment regulations
- Background information on the programme and its place in the Department/School/system of education in that subject
- Subject benchmark statement (where available)
- Details of any professional, regulatory or statutory body requirements
- Previous External Examiner report and Board of Studies response
- Annual Programme Evaluation
- School Teaching and Learning Strategy

### **Outline of the roles and responsibilities of the External Examiner**

- Confirm what the External Examiner will be asked to do for the particular programme or module that they are being asked to examine
- Discuss arrangements for the:
  - review and approval of proposed assessments and draft examination papers,
  - review and moderation of assessed work and examination scripts
- Confirm whether there are any other External Examiners appointed for the programme and their roles
- Discuss the number of visits each year the External Examiner will be required and purpose of visits
- Confirm the School's policy on internal marking and moderation
- Agree the parameters and sample size for external moderation of assignments and assessment submissions

**The External Examiner will not be expected to:**

- Change individual marks of a sample, but can advise programme teams and raise concerns about the quality of moderation/second marking
- Conduct a viva if that is not in the assessment strategy for the programme
- Attend periodic reviews

**Calendar of activities (proposed timetable for the year) – the Programme Team to provide:**

- Dates and times of Assessment Boards, with indication of Boards at which attendance is required (including attendance at the final Assessment Board)
- Dates and timescales for receipt and turnaround of work, what to be received, and from whom
- Dates for visits to the University to review work, meet students and other duties required of the role.

**General**

- Introduce the External Examiner to relevant members of staff and students where appropriate. This should include professional and academic staff with whom the external will have regular correspondence or contact.
- Provide the External Examiner with the name and contact details of administrative staff that they will be contacting
- Provide the External Examiner with a tour of the teaching facilities

October 2016