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

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