

**EXTERNAL EXAMINER CONSIDERATIONS AND CHECKLISTS FOR SCHOOLS AND FACULTIES**

 **Section 1: Introduction**

The following document contains items that Schools/Faculties should take under consideration prior to and after the External Examiner nomination process, as well as checklists for before and after Examination Board meetings. This guidance has been developed to assist Schools and Faculties in their planning and liaison with External Examiners.

The key factors for successful communication with External Examiners are as follows:

* Timeliness of information;
* Timeliness of assessed work (samples);
* Background information to support the working duties of the External Examiner.

 **Section 2: Prior to submitting nomination**

The following items will need to be considered with regards to nominating new **Programme External Examiners** (only):

|  |  |
| --- | --- |
| Is the responsibility for this programme(s) shared with other Programme External Examiners? | [ ] Yes |
| [ ]  No |
|  |
| If yes, how many other Programme External Examiners are there | Click here to enter text. |
|  |
| Is there a Chief Programme External Examiner? | [ ] Yes |
| [ ]  No |
|  |
| Are there separate Subject External Examiners responsible for units that contribute to this programme(s)? | [ ] Yes |
| [ ]  No |
|  |
| If yes, how many Subject External Examiners are there? | Click here to enter text. |

The following items will need to be considered with regards to nominating new **Subject External Examiners** (only):

|  |  |
| --- | --- |
| Is the responsibility for this subject area shared with other Subject External Examiners? | [ ] Yes |
| [ ]  No |
|  |
| If yes, how many other Subject External Examiners are there? | Click here to enter text. |

 **Section 3: After nomination confirmed**

The following items will need to be considered and communicated to the External Examiner following confirmation of the appointment:

|  |  |
| --- | --- |
| Will the Examiner be asked to carry out detailed consideration of question papers? | [ ] Yes |
| [ ]  No |
|  |
| Will the Examiner be asked to moderate coursework? | [ ] Yes |
| [ ]  No |
|  |
| Will the Examiner be asked to moderate examination scripts? | [ ] Yes |
| [ ]  No |
|  |
| Will the Examiner be asked to moderate project reports or dissertations? | [ ] Yes |
| [ ]  No |
|  |
| Will the Examiner be involved in assessing OSCE examinations (primarily in the Faculty of BMH)? | [ ] Yes |
| [ ]  No |
|  |
| Approximately how many times a year will the External Examiner need to visit the University (or Partner Organisation)? | Click here to enter text. |
|  |
| Estimate the total number of days of involvement for the External Examiner in a year and the number of these days that will be spent at the University (or Partner Organisation). | Click here to enter text. |
|  |
| Will the External Examiner be required to make visits elsewhere? | [ ] Yes |
| [ ]  No |
|  |
| If yes, please state where and when. | Click here to enter text. |
|  |  |
| How many Examination Boards will the External Examiner attend in a year? | Click here to enter text. |

|  |  |
| --- | --- |
| On approximately what date(s)? | Click here to enter text. |
|  |
| Will other Examiners be present? | [ ] Yes |
| [ ]  No |
|  |
| What results will be considered? | Choose an item. |
|  |
| If other, please state. | Click here to enter text. |
|  |
| Will results be subject to change by a parent Examination Board? | [ ] Yes |
| [ ]  No |
|  |
| If yes, please explain. | Click here to enter text. |

The following items will need to be considered with regards to External Examiners meeting/interacting with students in order to obtain feedback on the **student experience** (not for the purpose of a viva voce; please see next section):

|  |  |
| --- | --- |
| Will the External Examiner participate in a meeting with students? | [ ] Yes |
| [ ]  No |
|  |
| If yes, on approximately what date(s)? | Click here to enter text. |
|  |
| Will other Examiners (Internal or External) be present? | [ ] Yes |
| [ ]  No |
|  |
| Will the whole student group participate? | [ ] Yes |
| [ ]  No |
|  |
| If yes, approximately how many students will participate? | Click here to enter text. |

The following items will need to be considered with regards to External Examiners participating in **viva voce examinations** with individual students:

|  |  |
| --- | --- |
| Will the External Examiner participate in a viva voce examination? | [ ] Yes |
| [ ]  No |
|  |
| If yes, on approximately what date(s)? | Click here to enter text. |
|  |
| Will other Examiners (Internal or External) be present? | [ ] Yes |
| [ ]  No |
|  |
| Will the whole student group have an individual viva voce? | [ ] Yes |
| [ ]  No |
|  |
| If no, who will be selected for viva voce? | Choose an item. |
|  |
| If other, please state. | Click here to enter text. |
| Approximately how many viva voce examinations will this External Examiner participate in? | Click here to enter text. |

 **Section 4: Prior to the Examination Board**

 **Please note that the tasks listed are not necessarily to be completed in the order shown.**

|  |  |
| --- | --- |
| **Action** | **Completed** |
| Set the date of the Examination Board meeting a year in advance, and inform the External Examiners of this date and/or other meeting they are required to attend. |[ ]
| Ensure that the mechanism for sampling the student work has been agreed with the External Examiner beforehand. |[ ]
| Send any appropriate programme information (e.g. Programme Handbook, Programme Specification, Unit Specification, etc.). |[ ]
| Ensure the Chair of the Examination Board has briefed the External Examiner. |[ ]
| Send the External Examiner agreed samples of student work beforehand in good time and by a pre-agreed method (i.e. by post or electronically), along with the corresponding marking schemes. |[ ]
| Send draft assignments and draft papers to External Examiners, with marking schemes. |[ ]
| Send the External Examiners the agenda of the Examination Board meeting prior to the meeting. |[ ]

 **Section 5: After the Examination Board**

**Please note that the tasks listed are not necessarily to be completed in the order shown.**

|  |  |
| --- | --- |
| **Action** | **Completed** |
| Send the External Examiners minutes of the Examination Board meeting for them to comment on accuracy, and then send confirmed minutes to the External Examiner. |[ ]
| Ensure that the External Examiner receives a response to his/her report within four weeks of receipt.  |[ ]
| Ensure the Faculty, TLSO and other interested parties receive a copy of the School’s response to the External Examiner report. |[ ]

**TLSO, March 2017**