**AQD029 External Examiner Documents Checklist**

This checklist contains items that AQD and Schools should take in consideration prior to and after the External Examiner nomination process, as well as checklists for before and after Subject Standard Board (SSB)

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

* Effective timing of sending information related to induction
* Timeliness of sending draft assessment and exam papers
* Sending adequate number of exam papers and assessment samples
* Background information to support the working duties of the External Examiner

**Academic Quality & Development (AQD) Office**

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| --- | --- |
| **Name of the document** | **Please tick** *(if no, please explain why)* |
| 1. University wide induction details
 | [ ] Yes [ ]  No  |
| 1. EE contract with a welcome message
 | [ ] Yes [ ]  No  |
| 1. External Examiner’s handbook
 | [ ] Yes [ ]  No  |
| 1. Induction presentations
 | [ ] Yes [ ]  No  |
| 1. Fees & expense claim form
 | [ ] Yes [ ]  No |
| 1. Weblearn user guide
 | [ ] Yes [ ]  No |
| 1. Subject Standards Board (SSB) dates
 | [ ] Yes [ ]  No |
| 1. AQD key contact details
 | [ ] Yes [ ]  No |
| 1. Link to complete annual report
 | [ ] Yes [ ]  No |
| 1. University’s assessment framework
 | [ ] Yes [ ]  No |

**School/Course Team/Course Administrator**

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| **Name of the document** | **Please tick** *(if no, please explain why)* |
| 1. School induction related information i.e. school structure, course and module leaders’ names and contact details.
 | [ ] Yes [ ]  No  |
| 1. Information related to responsibilities as Subject Standards Examiner
 | [ ] Yes [ ]  No |
| 1. Names of courses and modules for which the external is appointed for
 | [ ] Yes [ ]  No  |
| 1. Course handbook(s)
 | [ ] Yes [ ]  No  |
| 1. Course specification(s)
 | [ ] Yes [ ]  No  |
| 1. Module specifications
 | [ ] Yes [ ]  No |
| 1. Assessment briefs and/or marking criteria
 | [ ] Yes [ ]  No |
| 1. Draft exam papers
 | [ ] Yes [ ]  No |
| 1. Sufficient number of exam scripts\*
 | [ ] Yes [ ]  No |
| 1. Coursework/continuously assessed work samples\*
 | [ ] Yes [ ]  No |
| 1. For dissertation/project externals, send adequate number of samples
 | [ ] Yes [ ]  No |
| 1. Information related to students’ oral, performances and professional placements\*\*
 | [ ] Yes [ ]  No |
| 1. Assessment systems and relevant regulations
 | [ ] Yes [ ]  No |
| 1. Deadlines for all activities\*\*\*
 | [ ] Yes [ ]  No |
| 1. Response to external’s feedback\*\*\*\*
 | [ ] Yes [ ]  No |
| 1. Key contact within the School
 | [ ] Yes [ ]  No |
| 1. For collaborative externals, Partnership Operations Manual (POM), if necessary.
 | [ ] Yes [ ]  No |

\*Minimum 20 samples if the module has more than 20 students, if less than or equal to 20 students, then all the scripts should be sent to the External Examiner.

\*\*Where possible, send samples/reports to the External Examiners.

\*\*\*Set up deadlines well in advance and share the dates with the External Examiners so they know by when they are expected to deliver their work.

\*\*\*\*Use the University’s EE report response template to respond to the externals.