**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.