

## **External Examiners (EE)**

### **Appointment and Early Communication to EE**

Shortly after an External Examiner is appointed a detailed communication goes to that newly appointed EE. In the Business School the appointment letter and a more detailed early communication is sent by the Business and Leadership Team. In the other schools it is the Quality and Accreditation Team who send the appointment letter to the EE and copy this to the PASS team. The PASS Manager will ensure that being copied into the email then act as a prompt to follow up with the more detailed early school communication to the EE.

### **Contents of Early Communication to the External Examiner**

Each school will tailor the communication to the EE. At a minimum that communication to the EE will include -

- A link to the University Guide for External Examiners (designed to provide details of the External Examiner life cycle, institutional information and, useful links).
- Log in details and instructions for Moodle for the EE
- Programme Administrator contact details. If the EE is appointed to cover Global Online, TNE or modules only a note is given of the administrative support for that provision.
- Extract from Key Dates calendar that highlights the window that Assessment Board meetings can be held. If dates of the Board are known at the time of the communication going to the EE these are included. If the dates are not known the window for the boards as per Key Dates Calendar is given and the EE is given an indication of who will be contact with the EE Programme Assessment Board invitation and when.
- A note to advise that the EE will be sent assessment information (pre and post moderation) to comment on prior to the Boards being held.
- A link to the Academic Regulations

- A link to any approved exemption to the University Regulations (if applicable)
- My Programme (through programme Moodle link)
- Module record from CME
- Provision record from CME including recommended sequence

## **EE Engagement Assessment**

In October 2024 work started to explore how the School Support Service could best operate a baseline process for helping to support the EE with their engagement with Assessment.

## **EE Engagement with Programme Assessment Boards**

Across the School Support Service there is an agreed process for helping to ensure engagement of EE with Programme Assessment Boards.

## **Questions?**

The above process and communication resulted following the work of a cross School Support Service team. If you have any questions/ comments please contact the person linked to your school as follows: SCEBE/SACI - Louise Douglas, SAS & SHSC L Laidlaw and TBS J Nethercott. Thank you

## **EE and Annual Reporting**

Each session every EE must complete a report. Submission of the report triggers the EE annual payment.