

DMU External Examiner Documentation Checklist For APU Provision

It is recognised that there is variation across the universities as to who has responsibility for providing information and communicating with external examiners. The suggested responsibility column has therefore been included as a guide as this may vary within faculties or schools.

Where possible, it is advisable to send information in coherent packs rather than multiple emails. Whilst the assessment team is ultimately responsible for ensuring the information is provided to the external examiner, this may be delegated. Each school/department should decide upon who is best placed to communicate with the external examiner.

Provided at the start of the appointment	Suggested responsibility
Appointment letter from DMU containing the name of the programme, tenure dates, main duties, fee and expenses information	Department of Academic Quality DAQ (DMU)
Appointment letter from APU issued by the Vice-Chancellor	APU Quality Assurance Board (QAB)
<u>Guide to external examining at DMU</u> which details the role of the examiner on quality assurance policies and protocols (DMU website)	DAQ (DMU)
External examiner report proforma (DMU website)	DAQ (DMU)
<u>External examiner expenses claim forms</u> (DMU website)	DAQ (DMU)
List of documents to be provided to meet the right to work in the UK requirements if UK based	DAQ (DMU)
Username and password for DMUhub (access to payslips and P60s) along with access guidance	DAQ (DMU)
Invitation to the External Examiner Briefing session plus an introductory session with APU team	DAQ (DMU)/ APU Quality Assurance Board (QAB)
From the External Examiner Briefing sessions: Copy of presentation	DAQ (DMU)
Username and password for APU's SharePoint along with access guidance	QAB (APU)

Current Joint Academic Regulations (APU SharePoint)	QAB (APU)
Current Joint General Regulations and Procedures Affecting Students (APU SharePoint)	QAB (APU)
Programme specific regulations usually included in the programme handbook/specified in Programme Standards from MQA)	QAB (APU)
DMU-APU joint Assessment and Feedback Policy (not available as yet)	To be decided
Relevant APU and DMU contact information	DAQ (DMU)/APU Administration
<p>APU Programme leader and administrator contact external examiner to introduce themselves and to confirm:</p> <ul style="list-style-type: none"> • The best form of communication between, main contact details • How and when work will be sent to the external examiner including an assessment schedule • Agreement on the number of visits • Whether the external examiner wishes to meet with students 	APU Programme leader/ DMU administrator
Programme specifications (SharePoint)	QAB (APU)
Module specifications (SharePoint)	QAB (APU)
Student/programme handbooks (SharePoint)	QAB (APU)
Details of any professional, regulatory or statutory body requirements (PSRB) (if applicable)	DMU administrator
Previous DMU external examiners report/s	DMU administrator
Recent review reports (eg periodic review, collaborative review, PSRB) if available	APU Quality Assurance Board (QAB)/ DMU administrator
Annual Programme Monitoring Report	DMU/ QAB (APU)
Dates of assessment board meetings at which attendance of external examiners is required	APU/DMU Administrator
Dates of any other meetings ie interim visits	APU/DMU Administrator
Timeline of when to expect draft assessments and samples including turnaround times	APU/DMU Administrator

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Provided on an annual basis at the start of each year	Suggested responsibility
Programme specifications (SharePoint)	APU Quality Assurance Board (QAB)
Module specifications (SharePoint)	QAB (APU)
Student/programme handbooks (SharePoint)	QAB (APU)
Relevant APU and DMU contact information (if any changes)	APU Assessment Team/ DMU administrator
Annual Programme Monitoring Report	DMU/ QAB (APU)
Dates of assessment board meetings at which attendance of external examiners is required	APU/DMU Administrator
Dates of any other meetings ie interim visits	APU/DMU Administrator
Timeline of when to expect draft assessments and samples including turnaround times	APU/DMU Administrator
Feedback from students included in the Module Moderation Report/End of Module Report	APU Module lecturer/leader
DMU Newsletter (May and October) (if applicable)	DAQ (DMU)
Current Joint Academic Regulations (APU SharePoint)	QAB (APU)
Confirmation of receipt of report	DAQ (DMU)
Initial response to the external examiner's report from the PVC/Dean	QAB (APU)/APU Senior Director, Partnerships and Standards via DMU administrator
Detailed response to the external examiner's report from the respective school via QAB. School administrator to forward to the external examiner.	APU Head of School via DMU administrator

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Provided during the academic session	Suggested responsibility
Draft assessments for approval including marking schemes, model answers and outline solutions if appropriate	APU Assessment team
Feedback on draft assessment comments	APU Assessment Team
<p>Samples of work including:</p> <ul style="list-style-type: none"> • Mark lists • Assessment briefs • Model answers and outline solutions if appropriate • Marking scheme • Mark descriptors • Evidence of internal moderation/second marking and how final marks were agreed • Moderation cover sheets • Summary of module statistics (students assessed, average marks, standard deviation and pass rates) 	APU Assessment team/DMU administrators
Consultation on curriculum and assessment changes	APU Programme leader
Agenda's for assessment boards	APU/DMU Administrator
Minutes of the relevant boards (assessment and management)	APU/DMU Administrator