**External Examiner Documentation Checklist**

It is recognised that there is variation across the university 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.

Where possible, it is advisable to send information in coherent packs rather than multiple emails. Whilst the programme leader 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 containing the name of the programme, collaborative partners (if appropriate), tenure dates, main duties, fee and expenses information | DAQ |
| Current Academic Regulations Taught Programmes (website link) | DAQ |
| Current General Regulations and Procedures Affecting Students (website link) | DAQ |
| Guide to external examining at DMU which details the role of the examiner on quality assurance policies and protocols (website link) | DAQ |
| Assessment and Feedback Policy (website link) | DAQ |
| Guide to curriculum modification (website link) | DAQ |
| External examiner report proforma (website link) | DAQ |
| External examiner expenses claim forms (website link) | DAQ |
| Contact information | DAQ |
| List of documents to be provided to meet the right to work in the UK requirements | DAQ |
| Username and password for DMUhub and Blackboard | DAQ |
| Guidance for DMUhub and Blackboard | DAQ |
| Invitation to the External Examiner Briefing Days (usually sent in the autumn term) | DAQ |
| From the External Examiner Briefing Days:* Copy of presentation
* Models of engagement
 | DAQ |
| Programme leader and administrator contact external examiner to introduce themselves and to confirm:* The external examiners involvement in level 4
* The best form of communication, 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
 | Programme leader/ administrator |
| Programme specifications from SAP | Administrator |
| Module specifications from SAP | Administrator |
| Student/programme handbooks  | Programme leader |
| QAA subject benchmarks/QAA characteristic statements (if appropriate) | Programme leader |
| Programme specific regulations (if applicable and if they are not included in the handbook or programme specification) | Programme leader/ administrator |
| Details of any professional, regulatory or statutory body requirements (PSRB) (if applicable) | Programme leader |
| Relevant apprenticeship standard (for Higher and Degree Apprenticeships only)  | Programme leader |
| Assessment plan (for Higher and Degree Apprenticeships only) | Programme leader |
| Document mapping the academic programme to the apprenticeship standard (for Higher and Degree Apprenticeships only) | Programme leader |
| Previous external examiners report/s | Programme leader/ administrator |
| Recent review reports (eg periodic review, PSRB) | Programme leader |
| Programme Appraisal and Enhancement (PAE) and Module Enhancement Plans (MEP) | Programme leader/module leaders |
| Dates of assessment board meetings at which attendance of external examiners is required | Administrator/ Assessment board servicing officer |
| Dates of any other meetings ie interim visits | Administrator/ Assessment board servicing officer |
| Timeline of when to expect draft assessments and samples including turnaround times | Programme leader |

Where possible, it is advisable to send information in coherent packs rather than multiple emails.

|  |  |
| --- | --- |
| **Provided on an annual basis** | **Suggested responsibility** |
| Programme specifications from SAP (if any changes) | Administrator |
| Module specifications from SAP (if any changes) | Administrator |
| Student/programme handbooks (if any changes) | Programme leader |
| Contact information (if any changes) | Programme leader |
| Programme Appraisal and Enhancement (PAE) and Module Enhancement Plans (MEP) | Programme leader/module leaders |
| Dates of assessment board meetings at which attendance of external examiners is required | Administrator/ Assessment board servicing officer |
| Dates of any other meetings ie interim visits | Administrator/ Assessment board servicing officer |
| Timeline of when to expect draft assessments and samples including turnaround times | Programme leader |
| Feedback from students (eg MLF, NSS) | Programme leader |
| Newsletter (May) | DAQ |
| Current Academic Regulations Taught Programmes (website link) | DAQ |
| Confirmation of receipt of report | DAQ |
| Detailed response to the external examiner’s report from the programme leader/PMB chair | Programme leader/PMB chair |

Where possible, it is advisable to send information in coherent packs rather than multiple emails.

|  |  |
| --- | --- |
| **Provided during the academic session** | **Suggested responsibility** |
| Draft assessments for approval including marking schemes, model answers and outline solutions if appropriate. | Programme leader/module leaders |
| Feedback on draft assessment comments | Programme leader/module leaders |
| Samples of work including:* 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)
 | Programme leader/module leaders |
| Consultation on curriculum and assessment changes | Programme leader/module leaders |
| Agenda’s for assessment boards | Administrator/ Assessment board servicing officer |
| Minutes of the relevant boards (assessment and management) | Administrator/ Assessment board servicing officer |