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:	Programme leader/ administrator

• 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 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

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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

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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.	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