

## **Information External Examiners Should Expect to Receive from Departments**

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1. Departments should provide their external examiners with the following information in order to assist them in carrying out their role effectively:
  - Programme Syllabus (for first degrees) / degree requirements (for Master's degrees)
  - Programme specification;
  - Scheme for the Award of Honours (for first degrees)
  - Scheme for the Award of Pass, Merit or Distinction (for Master's degrees);
  - Aims and objectives of each course element including information about how the curriculum progresses
  - Marking Scheme and Assessment criteria;
  - Examples of recent examination question papers and model answers;
  - Details of the campus (or campuses) at which the programme is based;
  - Any information on relevant professional requirements, for example, fitness to practice medicine;
  - A copy of the Student/Programme Handbook or similar guidance provided to students by your Department;
  - Copy of the weekly course timetable (if not in programme handbook);
  - Access to any on-line and VLE materials;
  - Copy of the most recent programme evaluation report (Master's degrees);
  - Information about the role and function of external examiners as seen by your Department;
  - Names, job role and contact details of key members of academic and administrative staff with whom your external examiners might be expected to liaise with;
  - An indication of whether or not your external examiners will be expected to meet with students and if so, the purpose of such meetings [it is considered to be good practice to provide an opportunity for external examiners to meet privately with a group of some, or all, of the students];
  - Details of meetings of Boards of Examiners which your external examiners are expected to attend.
  
2. **Aide Memoire - Who's Who in the Department**
  - 2.1. Externals should be provided with a "who's who" for the department including:
    - Head of Department
    - Departmental Examinations Contact
    - Board of Examiners' Secretary
    - Director(s) of Studies (undergraduate/postgraduate)
    - Departmental administrator/secretaries
    - Other academic staff who will be members of the Board of Examiners

### 3. Induction Process

3.1. External Examiners should be invited to visit to department prior to the examination process in order to:

- Meet relevant staff
- Discuss the department's teaching and learning strategies
- Discuss previous examples of students' work

### 4. Communication

4.1. To help ensure effective and efficient communication:

- Departmental contact details should be given to the External Examiner, clearly identifying who the External should contact in relation to different matters
- The nature of the examination tasks should be clearly identified with specific details of the action required of the External Examiner at each stage
- There should be a clear and early exchange of information about the departmental timetable of activity and the External Examiner's availability during the examination cycle

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