

Guidance IG(ii)

Checklist of documentation for new subject external examiners

The following documentation should be provided for all new external examiners **prior** to the commencement of duties:

Documentation to be provided by Quality Assurance and Enhancement

- Kingston University guidelines on the rights and responsibilities of external examiners
- the Undergraduate/Postgraduate academic regulations
- information regarding access to EERS and the University's on-line report form
- instructions on access to Canvas and OneDrive
- the previous external examiner(s) report(s)

Documentation to be made available by the Course Leader

- QAA subject benchmark statements (if published for the subject area concerned) and QAA Foundation Degree Benchmark statement (if applicable)
- programme specifications and module descriptors relating to the external examiner's area of responsibility (available on Canvas)
- agreed assessment schedule
- latest approved module enhancement plans and course enhancement plans (latter if applicable)
- instructions on access to the Department's area within Canvas

Draft Assessments (coursework briefs and examination papers)

Upon commencement of duties, external examiners should be invited to comment on all draft assessments (coursework briefs and examination papers) that comprise the major elements of assessment associated with a module and contribute to classification. External examiners should be invited to comment by a specified date that allows the timely presentation of coursework to students and examination papers to the Examinations section for processing. Draft assessments should be accompanied by model answers (where appropriate) and marking criteria. If no comments are received from the external examiner, the draft assessments (coursework briefs and examination papers) will remain unchanged. External Examiners are not required to approve any draft assessments, including examinations, unless PSRB requirements state otherwise.