

Guidance IG(iii)

Induction of new subject external examiners and planning of audit of assessment

The University requires all newly appointed subject external examiners to attend an induction event which covers the University's guidelines on external examining, academic regulations, modular arrangements and external regulatory requirement, such as OfS. The University level induction is not a substitute for the local induction arranged by key course contacts.

The University requires that the Head of School responsible for proposing a subject external examiner for appointment, and ensuring the external received an induction on their duties. Local induction should be carried out using the University's standard agenda. The faculty must ensure that local induction of new appointees, particularly those with no previous experience of external examining, enables the examiner to fully understand the course/ subject area, its assessments and the University's regulations.

The induction for new external examiners, however carried out, should:

- introduce the new external examiner to the University procedures for external examining and how they are implemented at local level
- introduce the new external examiner to University and course specific regulations (including single tier assessment board structures)
- discuss the implications of any QAA subject benchmark statements for the subject to which the examiner is appointed
- discuss the requirement for external examiners to 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 contributes to classification. External examiners should be invited to comment by a specified date that allows the timely presentation of examination papers to the Examinations section for processing by a specified date. 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 and examinations) will remain unchanged. External Examiners are not required to formally approve any assessments, including examinations, unless PSRB requirements state otherwise
- review the assessment scheme for the modules to be audited and arrange a schedule of work for the external examiner for the first year of appointment which allows the external to carry out an audit of the particular assessment scheme in operation (including the arrangements for both validated and franchised collaborative provision)
- make sure that the external has access to all relevant University systems (including Canvas and OneDrive) in order to view both draft assessments and the internally moderated sample of student work. User name and guidance on how to obtain a password will be forwarded directly to the external examiner by QAE. It is the responsibility of the module leader to make arrangements for the external examiner to access relevant information.

- discuss designated points in the year where external examiners can liaise with the course team via meetings or calls, in order to provide subject specific input and have course enhancement discussions
- wherever possible, opportunities for spreading the work of the external examiner throughout the year should be identified to ease workloads for all at peak times (for example, where an element of assessment has been completed by the end of Teaching Block 1, the work should be moderated and a sample sent to the external examiner for audit shortly after this).

The external examiners should be fully briefed on their audit role and, as far as is possible, decisions should be reached in advance on how best to audit assessments (see guidance IG(iv)). During discussions with external examiners a clear distinction should be made between the audit of assessment and more general consultancy concerning course operation (see guidance IG(iv)).