

## INDUCTION DAY FOR EXTERNAL EXAMINERS

### PROGRAMME

<b>09.00</b>	Coffee and Registration
<b>09.30</b>	<p>Welcome and presentation from <b>Professor Simone Buitendijk</b>, Vice Provost (Education)</p> <ul style="list-style-type: none"> <li>• Introduction to the College, including the College's Learning and Teaching Strategy</li> <li>• Introduction to College academic structure</li> </ul>
<b>10.00</b>	<p>Presentation from <b>Judith Webster</b>, Director of Academic Quality and Standards, and <b>Kirstie Ward</b>, Assistant Registrar (Academic Standards), Registry followed by a short Q&amp;A</p> <ul style="list-style-type: none"> <li>• Introduction to College Quality Assurance Processes relating to External Examiners</li> <li>• The Role of the External Examiner at Imperial College</li> <li>• Regulations, Policy and Procedures</li> <li>• Boards of Examiners</li> <li>• Annual report and raising concerns</li> </ul>
<b>11.00</b>	<p>Introductory session led by <b>Professor Martyn Kingsbury</b>, Director, Centre for Higher Education Research and Scholarship</p> <ul style="list-style-type: none"> <li>• The role and duties of External Examiners</li> </ul>
<b>11.30</b>	Break (including tea/coffee)
<b>12.00</b>	<p>Workshop session led by <b>Professor Martyn Kingsbury</b>, Director, Centre for Higher Education Research and Scholarship</p> <ul style="list-style-type: none"> <li>• Discussion of practical examples and case studies relating to the duties of External Examiners</li> </ul>
<b>13.30</b>	<p>Lunch and meeting with Departmental representative(s)</p> <ul style="list-style-type: none"> <li>• A representative of the Department will attend to meet with you over lunch to discuss the role.</li> </ul>
<b>14.30</b>	<p>Visit to Department. Activities may include:</p> <ul style="list-style-type: none"> <li>• Brief tour of the facilities and introduction to key staff</li> <li>• Meeting with current students</li> <li>• Brief outline of current curriculum, planned changes and historical trends</li> <li>• Meeting with members of key staff, including:</li> </ul>

	<ul style="list-style-type: none"><li>➤ DPS (for PG appointments) or DUGS (for UG appointments)</li><li>➤ Examinations Administrator</li><li>➤ Course Lead</li><li>➤ Assessment Lead</li><li>➤ Exam Board Chair</li></ul> <ul style="list-style-type: none"><li>• Discussion of last year's reports and any issues arising</li></ul>
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