Information External Examiners Should Expect to Receive from Departments

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 the 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

Approved by QAEC

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