# Provisional Agenda for External Examiner Induction Days

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>09.00</td>
<td>Coffee and Registration</td>
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| 09.30 | Welcome from **Professor Simone Buitendijk**, Vice Provost (Education)  
- Introduction to the College, including College Strategy  
- Introduction to College academic structure |
| 10.00 | Presentation from **Ms Lucy Heming**, Senior Assistant Registrar, and **Ms Kirstie Ward**, Assistant Registrar, Registry followed by a short Q&A  
- Introduction to College Quality Assurance Processes relating to External Examiners  
- Development of the role of External Examiners in UK HE, and the specific expectations at Imperial  
- Regulations, Policy and Procedures  
- Boards of Examiners  
- Annual report and raising concerns |
| 10.30 | Report Writing Session led by **Ms Lucy Heming**, Senior Assistant Registrar, and **Ms Kirstie Ward**, Assistant Registrar, Registry  
- Review of report template  
- Analysis of good and bad report examples  
- Review last year’s reports from your course |
| 11.15 | Introductory session led by **Professor Martyn Kingsbury**, Head of the Educational Development Unit  
- The role and duties of External Examiners |
| 11.45 | Break (including tea/coffee) |
| 12.15 | Workshop session led by **Professor Martyn Kingsbury**, Head of the Educational Development Unit  
- Discussion of practical examples and case studies relating to the duties of External Examiners |
| 13.30 | Lunch and meeting with departmental representative(s) |
| 14.30 | Local Induction with Department. Activities may include:  
- Brief tour of the facilities and introduction to key staff  
- Meeting with current students  
- Brief outline of current curriculum, planned changes and historical trends  
- Meeting with members of key staff, including:  
  - DPS (for PG appointments) or DUGS (for UG appointments)  
  - Examinations Administrator  
  - Course Lead  
  - Assessment Lead  
  - Exam Board Chair  
- Discussion of last year’s reports (see morning session) and any issues arising |
| 16.30 | Close |