

## Provisional Agenda for External Examiner Induction Days

<b>09.00</b>	Coffee and Registration
<b>09.30</b>	<p>Welcome from <b>Professor Simone Buitendijk</b>, Vice Provost (Education)</p> <ul style="list-style-type: none"> <li>• Introduction to the College, including College Strategy</li> <li>• Introduction to College academic structure</li> </ul>
<b>10.00</b>	<p>Presentation from <b>Ms Lucy Heming</b>, Senior Assistant Registrar, and <b>Ms Kirstie Ward</b>, Assistant Registrar, 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>• Development of the role of External Examiners in UK HE, and the specific expectations at Imperial</li> <li>• Regulations, Policy and Procedures</li> <li>• Boards of Examiners</li> <li>• Annual report and raising concerns</li> </ul>
<b>10.30</b>	<p>Report Writing Session led by <b>Ms Lucy Heming</b>, Senior Assistant Registrar, and <b>Ms Kirstie Ward</b>, Assistant Registrar, Registry</p> <ul style="list-style-type: none"> <li>• Review of report template</li> <li>• Analysis of good and bad report examples</li> <li>• Review last year's reports from your course</li> </ul>
<b>11.15</b>	<p>Introductory session led by <b>Professor Martyn Kingsbury</b>, Head of the Educational Development Unit</p> <ul style="list-style-type: none"> <li>• The role and duties of External Examiners</li> </ul>
<b>11.45</b>	Break (including tea/coffee)
<b>12.15</b>	<p>Workshop session led by <b>Professor Martyn Kingsbury</b>, Head of the Educational Development Unit</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>	Lunch and meeting with departmental representative(s)
<b>14.30</b>	<p>Local Induction with 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: <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> </li> <li>• Discussion of last year's reports (see morning session) and any issues arising</li> </ul>
<b>16.30</b>	Close