

University of St Mark & St John

Academic Quality and Standards Committee

GENERIC DOCUMENTS TO BE SUPPLIED TO EXTERNAL EXAMINERS

ON APPOINTMENT

BY HUMAN RESOURCES

- A letter setting out the terms and conditions of employment (with associated documentation).

BY THE QUALITY AND ACADEMIC STANDARDS UNIT

- A letter from the Quality and Academic Standards Unit, setting out the beginning and end dates of the appointment: the role of the External Examiners' Handbook: details of the total remuneration for the examining duties: and a link to the dedicated External Examiner webpage.
- Details of induction arrangements.

DOCUMENTS TO BE SUPPLIED ANNUALLY /UPDATED ANNUALLY

BY THE QUALITY AND ACADEMIC STANDARDS UNIT

- External Examiner Handbook (via link on webpage)
- University Generic Grade Descriptors (via link on webpage)
- University Generic Level Descriptors (via link on webpage)
- Student Regulations Framework (via link on webpage)
- Assessment Policy (via link on webpage and e-mail)
- The annual schedule of fees (via link on webpage)
- Travel and subsistence claim forms (on the webpage)
- Summary of annual themes (on the webpage)
- (PAB External Examiners) details of the awards for which they have responsibility, with links to the definitive documents.
- The response to the previous External Examiners' report, and the previous report itself in the case of newly-appointed External Examiners.
- The report form to be completed.

BY THE FACULTY

- Details of the modules for which they are responsible (for example, by way of the relevant Programme Handbook and Module Handbooks accessed through Learning Space).
- Assessment tasks and briefs, examination papers, including resit work to be forwarded and approved prior to release to the students. These will be accompanied by an explanation of how, and for what, marks will be assigned, and model answers if appropriate to the discipline and type of assessment.
- An adequate sample of the students' work for each element of assessment, to be decided by *generic list of documents to be supplied to External Examiners 2016-17: page 1 of 4*

negotiation (see Section 6.1.6 of the External Examiners' Handbook).

- In the case of Certificate Level modules (where programmes lead to an award beyond that level), curriculum and arrangements for assessment and progression.
- Relevant quantitative data for each module and element of assessment.
- The confirmed minutes of the previous Module Assessment Board.
- Summary of the progress of actions taken in response to previous report.

Timeline

Available by	Document	Responsibility
September / October	<ul style="list-style-type: none"> • External Examiner Handbook • University Generic Grade Descriptors • University Generic Level Descriptors • Student Regulations Framework • Assessment Policy • The annual schedule of fees • Travel and subsistence claim forms • PAB External Examiners details of awards 	QASU
	<ul style="list-style-type: none"> • Details of the modules for which they are responsible • The confirmed minutes of the previous Module Assessment Board 	Faculty
December	<ul style="list-style-type: none"> • Response to the previous report 	QASU
	<ul style="list-style-type: none"> • An adequate sample of the students' work for each element of assessment (Semester A / Term 1 modules) 	Faculty
April/May	<ul style="list-style-type: none"> • Summary of annual themes • External Examiner Report Form template 	QASU
	<ul style="list-style-type: none"> • An adequate sample of the students' work for each element of assessment (Semester B, Terms 2 and 3 modules) 	Faculty
June/July	<ul style="list-style-type: none"> • Relevant quantitative data for each module and element of assessment • Summary of the progress of actions taken in response to previous report • Assessment tasks and briefs, examination papers, including resit work to be forwarded and approved prior to release to the students for next academic year 	Faculty

Control Page

Document Title	Generic List of Documents to be supplied to External Examiners
Document Reference	L:/External Examiners/External Examiner General
Version	1.0
Issuing Authority	AQSC on behalf of Academic Board
Custodian	Academic Standards Officer
Document Date	8th June 2016
Last Amended	8th June 2016
Sensitivity	Unclassified
Circulation	Website
Effective from	Immediate
Review Date	Annually
Effective until	Indefinite
History	Version 1.0 approved by the Academic Quality and Standards Committee (AQSC) on 8th June 2016.