Key Information for External Examiners

1. Imperial College London (hereafter 'the university') will ensure that External Examiners are provided with the following information to assist them in carrying out their role effectively. This may be through access to university public and internal electronic resources, or provision of copies pertinent documentation where this is more appropriate.

Information Provided by the Quality Assurance and Enhancement (QA) team

2. The QA team will provide access to the following via the external examiner website:
    a. Academic Regulations;
    b. Relevant Academic Policies and Procedures;
    c. A description of the Roles and Responsibilities of Taught Course External Examiners (for both undergraduate and Master's degrees);
    d. External Examiner report template and expense claim form;
    e. Master's and Undergraduate External Examiner report summaries from previous academic sessions.
3. In addition, the team will also provide copies of the following on completion of the appointment process:
    a. External Examiner report(s) from the previous academic session and the Board of Examiners' response to them;
    b. The latest university Annual Monitoring Summary (on request).

Information to be provided by the Department/Programme Team

4. The Department/Programme Team must ensure that following confirmation of the appointment External Examiners are provided with:.

Key dates

5. In order to appropriately plan their time effectively, they need to be provided with:
    a. Details/approximate timings for any moderation activity, and its expected location (e.g. online or in person) and how access to samples of assessed work will be made available;
    b. Details of meetings of Boards of Examiners which your external examiners are expected to attend.

Document List

6. In order to assist External Examiners to carry out their role effectively, they must be provided with:

    a. Programme Syllabus, including details, where relevant, of opportunities to students to study away from the university (year abroad/ year in industry, placement activity etc.);

    b. Programme specification;

    c. Programme Specific regulations or criteria;

    d. Module details including assessment requirements;

    e. Marking Scheme and Assessment criteria;

    f. Examples of recent examination question papers and model answers;

    g. Details of the campus (or campuses) at which the programme is based;

    h. Any information on relevant professional requirements, for example, fitness to practice medicine;

    i. A copy of the Student/Programme Handbook or similar guidance provided to students by your Department;

    j. Copy of the weekly course timetable (if not in programme handbook);

    k. Access to any on-line and VLE materials;

    l. Copies of the most recent department/programme annual monitoring and, where relevant, accrediting body(s) reports or submissions;

    m. Information about the role and function of external examiners as seen by your Department;

    n. 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;

7. In addition, the external examiners will need to be informed whether they are expected to meet with students and if so, the purpose and format 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.

Aide Memoire - Who's Who in the Department

8. Externals should be provided with a "who's who" for the department including:

    a. Head of Department

    b. Departmental Examinations Contact

    c. Board of Examiners' Secretary

    d. Director(s) of Studies (undergraduate/postgraduate)

    e. Departmental administrator/secretaries

    f. Other academic staff who will be members of the Board of Examiners

Induction Process

9. External Examiners will be invited to attend a central induction event during their first year of tenure. This may be in person, online or a hybrid event depending on circumstances. The relevant departments will be advised on the date and type of event by the external examiner team to aid their individual induction processes.

10. In addition, External Examiners should be invited to visit to department prior to the examination process in order to:

    a. Meet relevant staff

    b. Discuss the department's teaching and learning strategies

    c. Discuss previous examples of students' work

Communication

11. To help ensure effective and efficient communication:

    a. Departmental contact details should be given to the External Examiner, clearly identifying who the External should contact in relation to different matters

    b. The nature of the assessment tasks should be clearly identified with specific details of the action required of the External Examiner at each stage

    c. There should be a clear and early exchange of information about the departmental timetable of activity and the External Examiner's availability during the marking, moderation and Board of Examiners cycle.

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