



# UNIVERSITY OF PLYMOUTH

## **Briefing of External Examiners**

### **Institutional level briefing**

On appointment external examiners are directed to the resources available to support them in their role on the External Examiners' website at [www.plymouth.ac.uk/extexam](http://www.plymouth.ac.uk/extexam). These include the Policy and Procedures for External Examiners on modules and taught programmes of study, the University's Assessment Policy and Marking and Moderation Policy, and the relevant regulations.

Central Quality Office also send external examiners an annual email in May each year updating them on any changes to regulations, procedures etc. They are also sent the summary report of institutional issues arising from external examiners' reports in the previous year.

### **Guidance on subject level briefing, induction and sampling arrangements**

The checklist on initial appointment below provides guidance on additional programme/subject material that should be sent out by Faculties/Schools. It may be appropriate to make some of this information available via a web link. If particular items are not applicable/not available it is good practice to explain this to the external concerned (externals have access to the checklist via the External Examiners' website).

Subject/programme level briefing material will need to be updated annually – see second checklist below.

## University of Plymouth

### Checklist for subject briefing of External Examiners

#### On initial appointment

The checklist below provides guidance on programme/subject material that should be sent out by Faculties/Schools. It may be appropriate to make some of this information available via a web link. If particular items are not applicable/not available it is good practice to explain this to the external concerned (externals have access to the checklist via the External Examiners' website).

Item	Date sent	Sent by
Programme specification/s*		
Programme (student) handbook/s*		
List of key staff and contact details/identification of roles/key personnel involved in panels/boards		
List of modules responsible for* (if not responsible for whole programme)		
An 'assessment calendar' (including dates of panels and boards) to enable the external examiner to identify schedule and commitments well in advance*		
Previous external examiner/s' reports (normally covering the term of office of the previous incumbent) and responses to these reports		
Information on standard sampling arrangements* (with an invitation to the external to discuss alternative arrangements, if appropriate) <i>Note: The sample seen by the External Examiner should be representative of the student distribution on the programme in terms of disability, race and gender, as far as possible.</i>		
An invitation to make an interim visit** to the University/partner college to meet staff and students*		
Information on the role of the Academic Partnerships' Partnerships Managers		
Information about Faculty induction event, where applicable		

\* For AP programmes this information is supplied by the partner college/s concerned.

\*\* This may take the form of a 'virtual' visit by video conference/skype.

Subject/programme level briefing material will need to be updated annually – see checklist

## University of Plymouth

### Checklist for subject briefing of External Examiners (Annual updating)

(See also the separate checklist above which provides guidance on programme/subject material that should be sent out by Faculties/Schools on initial appointment.)

Item	Date sent	Sent by
A summary of key changes from previous year's documents*		
Programme specification/s (if revised)*		
Programme (student) handbook/s*		
List of key staff and contact details/identification of roles/key personnel involved in panels/boards*		
List of modules responsible for* (if not responsible for whole programme)		
An 'assessment calendar' (including dates of panels and boards) to enable the external examiner to identify schedule and commitments well in advance*		
Information on standard sampling arrangements* (with an invitation to the external to discuss alternative arrangements, if appropriate) <i>Note: The sample seen by the External Examiner should be representative of the student distribution on the programme in terms of disability, race and gender, as far as possible.</i>		
An invitation to make an interim visit** to the University/partner college to meet staff and students*		
Information about Faculty briefing event, where applicable		

\* For AP programmes this information is supplied by the partner college/s concerned.

\*\* This may take the form of a 'virtual' visit by video conference/skype.