

UNIVERSITY of CUMBRIA ACADEMIC PROCEDURES AND PROCESSES

APPENDIX 4f

Information for External Examiners

Information for External Examiners

1. Information from the Academic Quality & Development

- 1.1 When confirming the appointment **AQD** provides the following to the External Examiner:
- i. Letter of welcome and confirmation of appointment
 - ii. Invitation to attend one of the External Examiners' Induction Days
 - iii. Contact information
 - iv. Academic Regulations and Academic Procedures and Processes
 - v. Visiting the University – travelling to the University and campus maps
 - vi. Expenses form
 - vii. External Examiner Handbook (including link to online Student Handbook)
 - viii. Quality Handbook
- 1.2 Continuing External Examiners receive information at the beginning of each academic year which captures such changes that are made from year to year.

2. Information from the Director of the Student and Academic Administration Service (SAAS)

- 2.1 Once the appointment has been confirmed the Director of SAAS will send the following to the External Examiner:
- i. Dates/times of Module and University Assessment Boards two years ahead.

3. Information from the Head of Department

- 3.1 The Head of Department will ensure that additional information is sent by the Programme Leader to the External Examiner, to include:
- i. Contact details of the staff specific to the examining duties
 - ii. Contact details of other members of the external examining team
 - iii. Programme Specification (s)
 - iv. Module Descriptors for those modules being externally examined
 - v. Programme Handbook and Module Guides
 - vi. Details of the assessment, verification and moderation processes for the relevant programmes to include grading and marking schemes
 - vii. Copies of previous report of the External Examiners and Programme Leader's Annual Evaluatory Report

4. Review of the process

- 4.1 This process will be reviewed regularly taking account of best practice and Sector policy.