

# **A general guide to induction for new External Examiners**

## **Note**

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## **Guide**

The university shall ensure that all appointed External Examiners are informed about organisational procedures, practices, and academic regulations, and the crucial value of External Examiners' feedback to the institution as part of the broader system of quality assurance.

The university shall be responsible for new External Examiners receiving general university information which will include:

- a) A formal letter of appointment and contract
- b) Details of the periods of tenure and the awards and modules to be examined
- c) The External Examiner's Handbook
- d) The Academic Regulations for Taught Awards
- e) Information on the submission of annual reports
- f) The previous External Examiner's report(s) where appropriate
- g) Other institutional-level materials which will enable the examiner to appreciate the academic nature and direction of the university.

The university shall also provide a detailed briefing on university expectations and requirements with the newly appointed External Examiners as part of local arrangements for their induction into faculties.

Faculties shall be responsible for providing a briefing which will cover local arrangements for the management of the subject and faculty-based procedures for review of assessment and student work. This briefing shall normally include provision of:

- a) All module outlines and programme specifications relating to the appointment
- b) Staff contact details, roles and responsibilities for quality assurance in the faculty
- c) Expected sample size of work to be reviewed as defined in the University Assessment and Feedback Policy
- d) Dates of examiners' meetings
- e) External Examiners' role in relation to the examining team
- f) Teaching methods; the methods of assessment and marking schemes; regulations for the programme including those concerned with compensation for failure and opportunities for reassessment.