

Checklist of documentation for new external examiners

- 1 The following documentation should be provided for all new external examiners prior to the commencement of duties:

Documentation to be provided by Academic Quality and Standards

- Kingston University guidelines on the rights and responsibilities of external examiners
- QAA Code of Practice for the assurance of academic quality and standards in higher education, Section 4: external examining
- the Academic Regulations
- information regarding access to the University's on-line report form

Documentation to be provided by the Faculty

- QAA subject benchmark statements (if published for the subject area concerned) and QAA Foundation Degree Benchmark statement (if applicable)
- programme specifications and module descriptions relating to the external examiner's area of responsibility
- student handbook, in whatever form published
- agreed assessment schedule (if not in handbooks)
- latest approved module review and development plans concerning the field/programme/ modules
- the most recent previous external examiner(s) report(s)
- recent examples of assessments (eg. examination papers, assignments, project briefs, etc)

- 2 Normally, the various course-related documents should be provided and discussed by the appropriate head of school at or just before induction of the new external examiner.