

Guidance IG(iv)

Induction of new external examiners and planning of audit of assessment

- 1 The University requires all newly appointed external examiners to attend an induction day which covers the University's guidelines on external examining, academic regulations, modular arrangements and QAA Code of Practice on external examining. University level induction does not substitute for local induction arranged by Heads of School. Heads of School will be informed if new appointees have not been able to attend the University induction day so that they can tailor their local arrangements accordingly.
- 2 The University requires that the Head of School responsible for proposing an external examiner for appointment inducts the external into his/her duties. Local induction must be carried out using the University's standard agenda. The faculty must ensure that local induction of new appointees with no previous experience of external examining enables the examiner to fully understand the field, its assessments and the University's regulations before attendance at an assessment board. The induction for new external examiners, however carried out, should:
 - introduce the new external examiner to the University procedures for external examining and how they are implemented at local level
 - introduce the new external examiner to University and field specific regulations
 - discuss the implications of any QAA subject benchmark statements for the subject to which the examiner is appointed
 - review the assessment scheme for the modules/field to be examined and arrange a schedule of work for the external examiner for the first year of appointment which allows the external to carry out an audit of the particular assessment scheme in operation
- 3 The external examiners should be fully briefed on his/her audit role and, as far as is possible, decisions should be reached in advance on how best to audit assessments (see guidance IG(v)). Visits and, where possible, the nature of samples of assessments to be seen should be arranged accordingly, with visits arranged to coincide with Assessment Board meetings wherever practical. Decisions should also be taken on whether the external examiner is being asked to advise on draft assessments or not (see guidance IG(v)). During discussions with external examiners a clear distinction should be made between the audit of assessment and more general consultancy concerning field operation (see guidance IG(v)).