**External Examiner Induction Checklist**

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| Programme |  |
| External Examiner name |  |
| Staff present |  |
| Date of Induction |  |

**Documents received:**

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|  | Proof of Eligibility to work (e.g. UK/EU passport or overseas passport with working visa) – Registry |
|  | Signed appointment letter - Registry |
|  | Onboarding process – REGISTRY |

**Documents to be provided:\***

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|  | Trinity Laban External Examiner Handbook - REGISTRY |
|  | Trinity Laban Academic Quality Handbook - REGISTRY |
|  | Trinity Laban Institutional Strategy - Programme Leader |
|  | Programme Handbook and other student handbooks (e.g. Department or Project handbook) REGISTRY |
|  | Assessment Regulations - REGISTRY |
|  | Subject benchmarks and grading criteria - Programme Leader |
|  | Previous year’s External Examiner report and response - Programme Leader |
|  | Previous year’s Annual Programme Evaluation - Programme Leader |
|  | Schedule for the year identifying modules/components to be examined and dates/times of Assessment Boards - Programme Leader/REGISTRY |
|  | Details of any relevant external regulations or professional conduct requirements - Programme Leader |
|  | Trinity Laban Policy on Assessment and Feedback - REGISTRY |
|  | Trinity Laban Expenses Policy 2017 – REGISTRY |

**Role and Functions:**

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|  | Discuss and agree the schedule for the year (including the number of visits required) and clarify External Examiner’s role in assessments - Programme Leader |
|  | Discuss arrangements and timelines for review and approval of draft assessment tasks/exam papers - Programme Leader |
|  | Discuss arrangements for review and moderation of assessed work - Programme Leader |
|  | Where there are multiple External Examiners for a programme, confirm the division of responsibilities - Programme Leader |
|  | Confirm the Faculty’s arrangements for internal marking and moderation - Programme Leader |
|  | Agree parameters and sample size for external moderation of assessed work - Programme Leader |
|  | Confirm that External Examiners will comment on any major programme or module amendments prior to submission to Programme Committee as required - Programme Leader |
|  | Confirm that External Examiners may not change individual marks - Programme Leader |
|  | Confirm mechanisms for expressing concerns about the conduct of assessment - Programme Leader |

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|  | Introduce the External Examiner to relevant members of teaching staff - Programme Leader |
|  | Introduce the External Examiner to the main administrative contacts within the Registry team - REGISTRY |
|  | Ensure that Moodle login has been provided and arrange a demonstration of Moodle/eStream - REGISTRY |
|  | Provide the External Examiner with a tour of the Faculty |