

Roles and responsibilities in communicating with External Examiners

Nominations	Responsibility	Timeline
Confirm Sussex faculty Ex Ex contracts to ADQE	Schools	Start of year
Remind CBoS, DTL and CAO of nominations required (remind Ex Ex will not be paid for more moderating more than 9 modules – can reallocate or appoint another Ex Ex)	ADQE	January
Approach potential Ex Ex nominees (Template 1)	CBoS or DTL	By April
Provide STLC with completed nomination form and CV	CAO	By May
Send nominations approved by STLC to ADQE	CAO	By May
Check nomination and send to PVC (T&L) for approval, along with appointment letter	ADQE	Once nomination received
Confirm appointment to Ex Ex (email and letter) and request Right to Work documents	ADQE	As soon as approved/By September
Arrange Skype video call to confirm authenticity of right to work docs and post originals back to Ex Ex	ADQE	As soon as original Right to Work docs received
Set up on database and tracking logs	ADQE	As soon as approved/By September
Send email with SD log-in details	ITS	As soon as approved/By September

Information from Schools	Responsibility	Timeline
Confirmation of module allocation to Ex Ex	School	Start of year
Confirm PAB dates to Ex Ex	Dep Chair of PAB	By November
Confirm timeframe for moderation dates to Ex Ex	Dep Chair of PAB	By November
Send to Ex Ex materials to be sent at start of year (Appendix 1 . Include link to ADQE Ex Ex webpages)	School	By November
Send to Ex Ex materials to be sent at point of moderation (Appendix 2 . Include link to ADQE Ex Ex webpages)	School	Prior to moderation
Arrange accommodation for Ex Ex attending PAB, as required	CAO	Prior to PAB

Annual letter	Responsibility	Timeline
Draft letter	ADQE	November
Update Ex Ex addresses	ADQE	November
Send letter (inc materials listed at Appendix 3)	ADQE	November
Publish letter on web pages	ADQE	November
Send copy of letter to Schools	ADQE	November

Induction	Responsibility	Timeline
Set date and book room; update info on website	ADQE	October
Create online booking form	ADQE	November
Send invite with online booking form to Ex Ex	ADQE	By end of November
Ask schools to arrange meetings with students/faculty and identify rep to attend lunch	ADQE	By end of November
Send reminder to Ex Ex to book with deadline	ADQE	January
Send agenda, travel info and request to bring Right to Work documents to Ex Ex attending	ADQE	January (after deadline for bookings)
Publish agenda and papers on website	ADQE	January
Book hotel and send booking confirmation to Ex Ex	ADQE	January
Send details of afternoon events to Ex Ex	Schools	January
Send reminder of travel details	ADQE	February (a few days before the event)

Annual Report	Responsibility	Timeline
Send report template to External Examiners to complete	ADQE	After main UG/PG PAB
Complete report and return to ADQE	External Examiner	UG: 31 Aug; PG: within 6 weeks
Acknowledge receipt of report	ADQE	
Arrange payment (subject to receipt of module allocation from School)	ADQE	after receipt of report
Forward report to School CAO for them to distribute to HoS, DTL, CBoS.	ADQE	after receipt of report

DTL to forward report to Chair and Deputy Chair of MAB and PAB, Course Convenor and teaching team.	DTL	after receipt of report
Publish Ex Ex reports on ADQE web pages.	ADQE	UG: November; PG: January
Inform PVC (T&L) that reports have been published on web pages.	ADQE	after receipt of report
Course Convenor to draft School Action Plan.	Course Convenor	after receipt of report
School Action Plan to be considered by Board of Study.	CBoS	UG in Autumn; PG in Spring
School Action Plan to be considered and approved by School Teaching and Learning Committee.	DTL	UG in Autumn; PG in Spring
Send agreed School Action Plan to External Examiner.	Chair of PAB	After approval at STLC
School Action Plan to be considered as part of Annual Course Review in Autumn.	DTL	UG and PG in Spring
Read and record key responses in all reports; produce Ex Ex reports summary for UTLC	ADQE	UG: September; PG: December
UTLC to consider Ex Ex reports summary.	UTLC	UG in Autumn; PG in Spring
Send Ex Ex reports summary to Ex Ex following approval at UTLC	ADQE	UG in Autumn; PG in Spring
Refer institutional issues to relevant committee.	ADQE	

Fees	Responsibility	Timeline
Confirm to ADQE modules moderated by Ex Ex	Schools	UG in June; PG in October
Calculate fee on receipt of report and module allocation	ADQE	UG Summer vacation; PG Autumn/Spring term
Check original Right to Work documents are held by ADQE	ADQE	UG Summer vacation; PG Autumn/Spring term
Send payment request to HR	ADQE	UG Summer vacation; PG Autumn/Spring term
Send confirmation of amount and date of payment to Ex Ex	ADQE	UG Summer vacation; PG Autumn/Spring term

Appendix 1 (extract from Handbook on policy and procedures for the external examining of taught courses)

16.2 Materials sent to the External Examiner by the School at the start of the year:

- (i) Course specifications setting out course structure and modules
- (ii) Course aims and learning outcomes
- (iii) List of modules to be externally moderated
- (iv) Module aims and learning outcomes
- (v) Module assessment modes
- (vi) Marking criteria
- (vii) Reading lists
- (viii) Copy of most recent Annual Course Review Report
- (ix) Copy of previous External Examiner's report
- (x) Copy of Progression and Award Board's annual report
- (xi) Confirmation of the name of the person to act as primary contact with the External Examiner
- (xii) Date of Progression and Award Board (PAB) meetings.

Appendix 2 (extract from Handbook on policy and procedures for the external examining of taught courses)

16.3 Materials sent to External Examiners by the School at the point of moderation:

- (i) Assessment task
- (ii) Access to the full marks register for the cohort
- (iii) Module marks statistics
- (iv) A moderation form containing the internal moderator's comments about the sample of assessments reviewed as part of internal moderation.

Appendix 3 (extract from Handbook on policy and procedures for the external examining of taught courses)

16.1 Materials sent to External Examiners by the ADQE Office:

- (i) Handbook on the policy and procedures for external examining of taught courses
- (ii) Examination and Assessment Regulations Handbook
- (iii) Teaching and Learning Strategy (currently being revised)
- (iv) Summary and Analysis of External Examiner Reports (Institutional issues identified by the University including agreed actions)
- (v) Schedule of UG/PG PAB dates and proposed timescale for external moderation.

Note: materials can be provided by web links where appropriate.