



Queen Margaret University

EDINBURGH

External Examiner induction: aide memoire for Programme Leaders

Each new External Examiner should be offered an on-site induction in advance of commencing the duties associated with the post. Exceptionally, the induction may be conducted using an alternative format, for example Skype supplemented by a later visit to the University. Typically, the Programme Leader is responsible for arranging the induction.

The key points set out in the table overleaf may be covered in the induction. Where points are not relevant, or have been covered previously - for example, through telephone contact in advance of the Examiner's first visit – the Programme Leader should tailor the induction accordingly. Examiners with responsibility for collaborative provision should be separately inducted to the University's arrangements for overseeing academic programmes delivered in partnership with other providers.

Programme Leaders are reminded that Examiners receive comprehensive written information on appointment in the form of the University's External Examiners' Handbook (2013). The on-site induction complements this resource and provides an opportunity to answer any preliminary questions that Examiners might have following their initial reading of the Handbook and programme-specific materials. The Handbook can be accessed on the University's Quality website at:

<https://www.qmu.ac.uk/about-the-university/quality/resources-for-external-examiners/>

Programme Leaders are welcome to involve staff of the Division of Governance and Enhancement (GQE) in the induction process. This may be especially useful for appointees with no prior experience of the External Examiner role. Staff of the Centre for Academic Practice can also provide support, as appropriate and agreed on an individual basis.

For further details on Examiner induction or any aspect of External Examining at QMU, please contact Dawn Martin, Assistant Secretary, Governance and Quality Enhancement: dmartin1@qmu.ac.uk Feedback on the usefulness of this aide memoire would also be welcome, either from Programme Leaders or External Examiners. Again, this can be submitted to Dawn Martin.

Topic	Notes/suggested points to cover
Information about QMU	Brief history; QMU mission and vision, including flagships and the four Is; strategy and structure (Schools and Divisions)
Information about the School and Division	Structure, programmes and key staff
Information about the Programme	Reference points, structure, content, assessment, placement etc. Normally, the Examiner will have received key materials electronically, e.g. Programme Handbook and module descriptors but if not, these can be supplied during the visit Details of access to the Hub can also usefully be discussed (perhaps with a demonstration)
The External Examiner's role at QMU	Moderation; sample size; procedure in event of disagreeing with internal Examiners; any entitlement to meet individual students (normally there is none)
Exam Boards	Conduct of Exam Boards; expected attendance; process for endorsing decisions/with-holding endorsement
QMU assessment regulations and regulations governing extenuating circumstances	Explain any programme-specific regulations
Report and response	Deadline for reports = 30 September each year to be submitted to ExternalExamining@qmu.ac.uk Response within approx. eight weeks to allow for discussion with full team
How reports are shared with students	As a minimum this is through the Programme Committee to class representatives
Travel and accommodation	Can be arranged by the School Office
Fees and expenses	Submit to GQE; note three month timescale for expenses, need for receipts and sustainable travel policy Could refer Examiner to Expenses and Benefits manual
UKBA eligibility	Each new Examiner is asked to bring their passport to the University on the occasion of their first visit The Programme Leader should also bring the Examiner to GQE, where any member of staff can verify eligibility/copy the passport.
Key contacts	Programme Leader School Office GQE
Campus tour	Brief campus tour – may be more relevant for Examiners with responsibility for programmes that make use of specialist accommodation Include procedures in the event of a fire

