INDUCTION PROGRAMME FOR NEW EXTERNAL EXAMINERS

Wednesday 8th November 2017
Oak 1 and 2, Oak House, University of Surrey

10.00-10:30 Reception: Tea and Coffee Available (Oak 1 and 2, Oak House)

10:30-11:00 Welcome and Introduction to the University of Surrey
Ms Hilary Placito, Director of Quality Enhancement and Standards

- Purpose and organisation of the induction
- Brief overview of the University and its organisation
- Structure of the academic year
- Regulatory framework
- Questions and answers

11.00-11.30 Role and Function of external examiners
Dr Svetlana Reston, Directorate of Quality Enhancement and Standards

- University expectations
- Boards of Examiners / SPACE
- Annual Reports and verbal and written comments
- Payment (fees and expenses) procedures
- Questions and answers

11:30-11:45 Communication with external examiners
Miss Beth Beasant, Head of Student Administration (Programmes and Assessment and Awards)

- Role of assessment and awards administration teams in the external examiners processes
- Arrangements for external moderation processes
- Timing of Boards of Examiners
- Board of Examiners’ reports
- Communication channels
- Questions and answers

11.45-11.50 Break

11.50-12.30 Role and function of external examiners: Case Studies (workshop)

12.30-13.30 Buffet lunch (joined Director of Studies/Programme Director where appropriate)

13.30 onwards Meeting with Faculty staff, including Examinations Officers

- Meet key staff – channels of communication
- Possibly meet students
• Familiarisation with programme(s) for which appointed
• Methods of assessment/marking practices
• Faculty/Department communication with external examiners
• Involvement in viva voce examinations

**External examiners’ access and use of SurreyLearn (VLE):**
Optional Workshops (choose one of two available options):

15.00 – 15.30
External examiners access and use of SurreyLearn (VLE)
Workshop 1 – Senate House, Level 3, Training Room (10SE03)

Or

15.30 – 16.00
External examiners access and use of SurreyLearn (VLE)
Workshop 2 – Senate House, Level 3, Training Room (10SE03)