

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

Or

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