



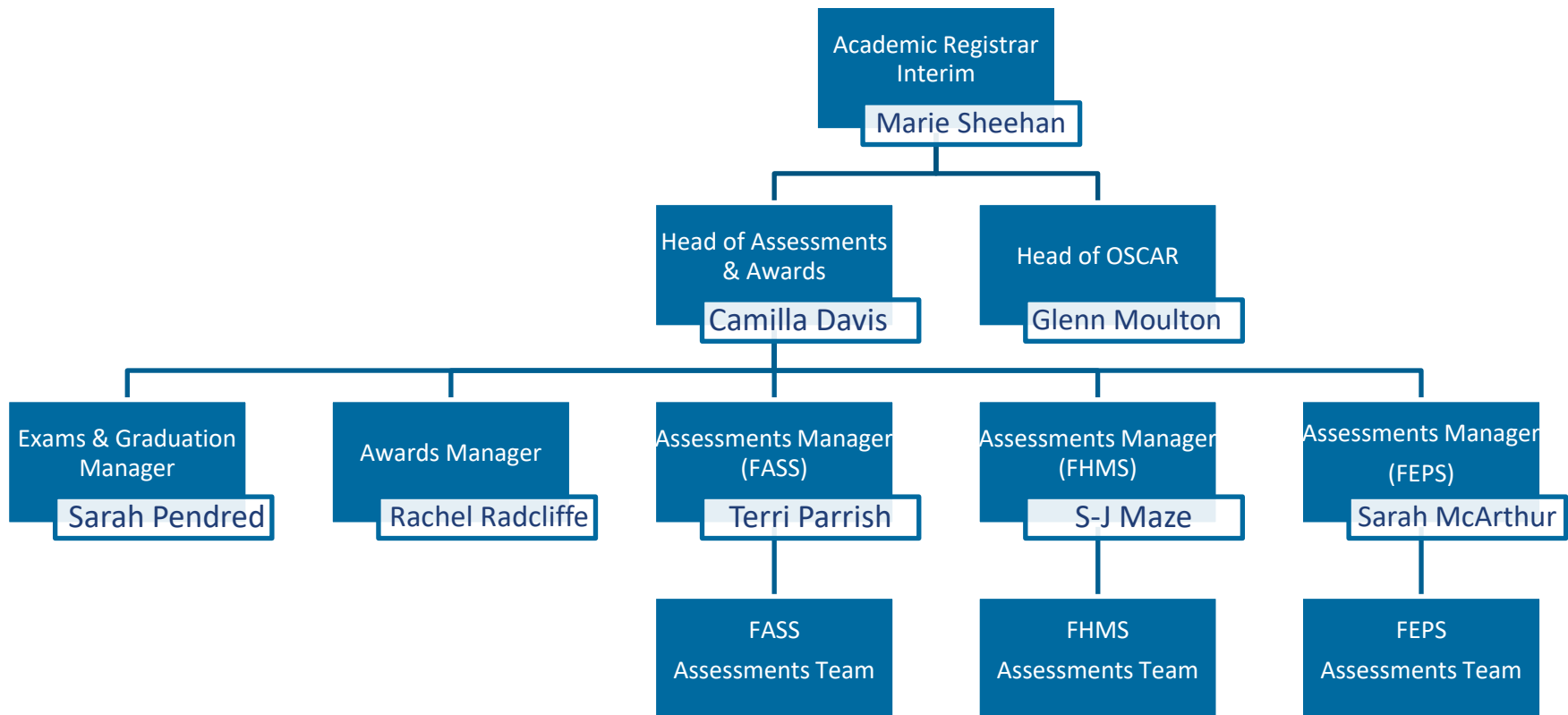
Induction for External Examiners: Welcome to the University of Surrey

External Examiners - Assessment processes



Assessments & Awards

One centralised department - three Faculty facing teams



- One point of contact for an external examiner – this colleague is from the Assessment Teams
- Comments and approval of **in-semester tests** and **examination papers** during course of year (L5 and above, with some exceptions)

External examiners only need to approve papers for in-semester tests and see samples of work if the test meets or exceeds 25% weighting in module (exception – Vets)

- Board of Examiners: dates/times for academic year & practicalities
- Deadlines
- Confirmation on which modules you will be examining over 4 years
- Moderation of samples in advance of a Board of Examiners
- Troubleshooting/ queries

SurreyLearn

Faculty External Examiner Areas

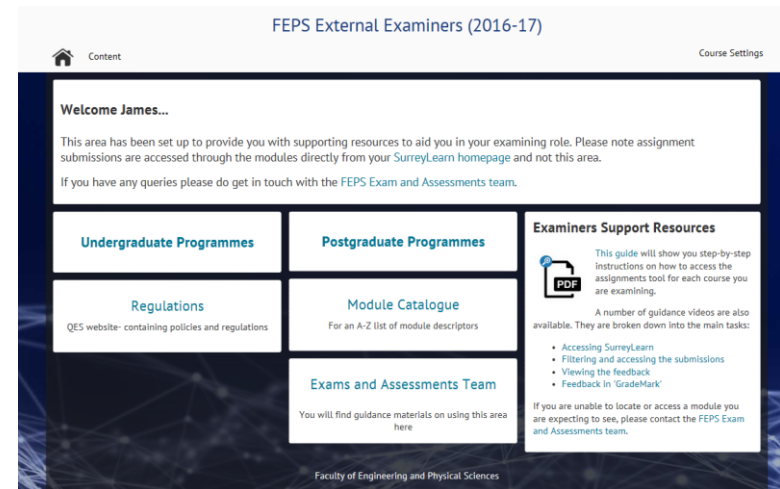
As an external examiner you will have access to external examiner area in SurreyLearn where you can find materials for moderation and access to student module areas of the VLE (with exceptions of departments using SharePoint).

Logging into Surrey's VLE (SurreyLearn)

Go to <http://surreylearn.surrey.ac.uk>.

Log in using your Surrey University **username** and **password**.

Please ensure that you have **activated your IT Account first**



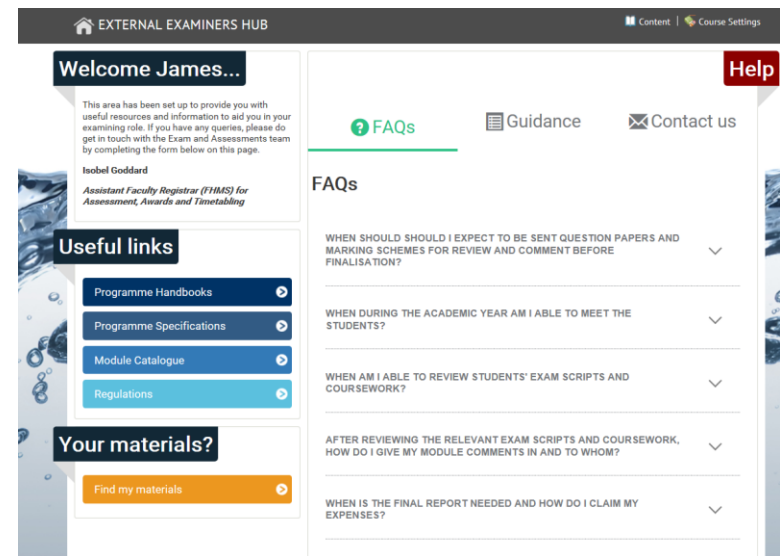
FEPS External Examiners (2016-17)

Welcome James...

This area has been set up to provide you with supporting resources to aid you in your examining role. Please note assignment submissions are accessed through the modules directly from your SurreyLearn homepage and not this area. If you have any queries please do get in touch with the FEPS Exam and Assessments team.

Undergraduate Programmes	Postgraduate Programmes	Examiners Support Resources This guide will show you step-by-step instructions on how to access the assignments tool for each course you are examining. A number of guidance videos are also available. They are broken down into the main tasks: • Accessing SurreyLearn • Filtering and accessing the submissions • Viewing the feedback • Feedback in 'GradeMark' If you are unable to locate or access a module you are expecting to see, please contact the FEPS Exam and Assessments team.
Regulations QES website- containing policies and regulations	Module Catalogue For an A-Z list of module descriptors	
Exams and Assessments Team You will find guidance materials on using this area here		

Faculty of Engineering and Physical Sciences



EXTERNAL EXAMINERS HUB

Welcome James...

This area has been set up to provide you with useful resources and information to aid you in your examining role. If you have any queries, please do get in touch with the Exam and Assessments team by completing the form below on this page.

Isobel Goddard
Assistant Faculty Registrar (FHAS) for Assessment, Awards and Timetabling

Useful links

- Programme Handbooks
- Programme Specifications
- Module Catalogue
- Regulations

Your materials?

Find my materials

Help

FAQs | Guidance | Contact us

FAQs

- WHEN SHOULD I EXPECT TO BE SENT QUESTION PAPERS AND MARKING SCHEMES FOR REVIEW AND COMMENT BEFORE FINALISATION?
- WHEN DURING THE ACADEMIC YEAR AM I ABLE TO MEET THE STUDENTS?
- WHEN AM I ABLE TO REVIEW STUDENTS' EXAM SCRIPTS AND COURSEWORK?
- AFTER REVIEWING THE RELEVANT EXAM SCRIPTS AND COURSEWORK, HOW DO I GIVE MY MODULE COMMENTS IN AND TO WHOM?
- WHEN IS THE FINAL REPORT NEEDED AND HOW DO I CLAIM MY EXPENSES?

Coursework

Most coursework is submitted by students through our VLE only and marked by staff in the VLE.

Assignment brief, module handbook (if there is one) and moderation form

Exams/ online exams

Majority online through SurreyLearn

We can make sample of scripts available in advance of Board– but in case of “physical exams”, all scripts need to be scanned, made into pdf and uploaded.

External Examiner approval / comments

Email your comments to the Assessments Officer to be reported at Board

Board of Examiners

Meeting held remotely via Teams/Zoom

Typical Final Year (L6) Agenda

Welcome and apologies for absence

Minutes of previous meeting

Matters arising

Consideration of Exam Board reports

Review of L6 statistics

Student Prizes

External Examiner's Comments

Any other business

Board of Examiners

Board Reports- Example of key statistics

Module Level	HE7		
Faculty Name	Faculty of Arts and Social Sciences	Programme Code	All Programmes
Department Name	Hospitality & Tourism Management	Route	International Tourism Management MSc FT
Student Level	HE7	Academic Year	2015/6

Module Code (Hover for Full name)	Credit value	No. Students	Percentage students passed	Student passed count	Student Failed Count	Student Deferred count	Average	Standard Deviation	Min Mark	Max Mark
MANM020	15	13	100	13			66	6.68	50	73
MANM028	15	8	100	8			62	3.58	57	68
MANM050	15	28	100	28			68	8.78	53	83
MANM061	60	27	85.19	23		4	62	16.28	0	78
MANM145	15	28	96.43	27		1	61	10.23	31	82
MANM146	15	18	100	18			63	8.07	51	80
MANM150	15	15	100	15			65	8.48	50	82
MANM156	15	28	100	28			68	6.56	58	79
MANM162	15	5	100	5			72	5.12	66	78
MANM169	15	28	96.43	27		1	72	11.57	34	98
MANM297	15	6	100	6			67	15.45	48	92
MANM309	15	4	100	4			62	8.19	54	70
MANM314	15	9	100	9			62	4.50	56	67
MANM315	15	17	100	17			67	6.27	58	80
MANM316	15	17	100	17			70	5.39	61	88

Award Code	Award Name	Student Count	Percentage
PD	Distinction	7	25.00%
PM	Merit	15	53.57%
PP	Pass	1	3.57%
	No Award, or no classification	5	17.86%

Board of Examiners

External Examiners can view the Power BI dashboard through the link below:

<https://app.powerbi.com/groups/8b1ab61f-3e80-4db9-b933-bf7618b307e8/reports/4f2cb00b-ee14-4328-b030-a699f81289b4>

- Chaired by the Chief Student Officer, Kerry Matthews
- Receive the final award marks and award classifications
- Approve awards
- Monitor academic standards and compliance
- Award prizes
- Discuss mark scaling cases

1 Programme Materials: did you have access to (via web link/hard copy)	Yes	No*	N/A
a. Programme Handbook(s) / Module Descriptions?	x		
b. Regulations and Codes of practice?	x		
c. Assessment briefs/marketing criteria?	x		
*If you answered "No" to any of the above questions, please include your comments here:			

2 Draft Assessment Papers

a. Did you receive all the draft papers?		x	
b. Was the nature and level of the questions appropriate?			
*If you answered "No" to any of the above questions, please include your comments here:			
I was not sent any draft papers. However, this course is assessed through research-focused course work assignment, rather than exams.			

3 Exam/Coursework Scripts

a. Did you have access to a sufficient number of scripts?	x		
b. Was the general standard and consistency of marking appropriate?	x		
*If you answered "No" to any of the questions above, please include your comments here:			

4 Dissertations/Final Year Project Reports

a. Was the choice of subjects for dissertations/projects appropriate?			x
b. Was the method and standard of assessment appropriate?			x
*If you answered "No" to any of the above questions, please include your comments here:			
Dissertations were reviewed by another external examiner this year.			

5 Orals/Performances/Recitals/Appropriate Professional Placements

a. If relevant, were suitable arrangements made for you to conduct orals and/or moderate performances/recitals/appropriate professional placements?			x
b. Was the method and standard of assessment appropriate?			x
*If you answered "No" to any of the above questions, please include your comments here:			

6 Were the marking criteria appropriate?

a. Examination scripts			x
b. Coursework assignments/dissertations/final year projects	x		
c. Practical/clinical assignments			x
*If you answered "No" to any of the above questions, please include your comments here:			

7 Board of Examiners' Meeting (where final degree awards have been agreed)

QUESTIONS?

Head of Assessments and Awards:

Camilla Davis: c.l.davis@surrey.ac.uk

Assessment Managers:

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