Guidance 4(ii)   Checklist of documentation to go to External Examiner

External Examiners should receive the following documentation in the course of their appointment	Responsibility
Letter of appointment with the following details: • Name of Programme(s) and module allocation • Overseas campus delivery and/or collaborative partner delivery as applicable • Fees/Expenses • Period of appointment • Details of the Right to Work check process Attachments: • External Examiner Acceptance of Appointment form (for the External Examiner to sign and return to AQS). • Link to website and copy of current University UG and PGT Academic Regulations • External Examiner report template. • Middlesex University's Learning and Quality Enhancement Handbook Section 4.	AQS – EE Team
Right to Work check to be arranged and completed once EE's acceptance form has been received.	AQS – EE team
Details and website link to access the generic university induction via UniHub, is sent to be completed by the EE	AQS – EE team
Details of My Learning Platform Username and Password	AQS – EE Team
Within 4 weeks of acceptance, the Director of Programme(s) / Programme Leader or collaborative partner institution Link Tutor should make initial contact with the EE and discuss arrangements for the programme specific induction.	Director of Programme(s) / Programme Leader or collaborative partner Institution Link Tutor
Programme specific induction and documentation the EE should receive – to include: • Relevant programme/module handbooks including the programme specification and module narratives with associated module and programme learning outcomes • Programme information on any distance education modes for programmes or modules • Information on any relevant context for Campus and franchised programmes for which the EE is responsible • The subject benchmark statement(s) • Details of any Professional Statutory and/or Regulatory Body requirements • Assessment schedule (Timing of coursework/ examination assessments and relevant deadlines)	Director of Programme(s) / Programme Leader or collaborative partner Institution Link Tutor

- Types of assessment used - Dates of Programme Assessment Boards - Assessment sampling methods - Other relevant materials which provide background information about the University, Faculty or Subject - The University's 20-point marking scale, and the programme/module generic assessment criteria and Programme Assessment Board structure - Information on local conventions relating to group projects, placements and viva voce examinations - Information on processes such as RPL/APEL claims - Tours of any specialist facilities (laboratories, workshops, etc) - Communication Plan	
Details of arrangements for Programme Assessment Boards sent to EE.	Assessment Officers
Agree with the Faculty arrangements for viewing student work in sample packs.	Programme Team as agreed at the ACEE Meeting
Receive the agenda, supporting papers and where relevant details of accommodation arrangements (if applicable) at least one week prior to the Programme Assessment Board.	Assessment Officers
Receive copies of minutes of Programme assessment board.	Assessment Officers
The Director of Programmes (or nominee), or collaborative partner Institution Link Tutor, is to provide their response to the External Examiner's Annual report directly to the external examiner within 4 weeks of receipt of the report. A copy of the response should be copied to the AQS - EE Team	Director of Programme or collaborative partner Institution Link Tutor
If a report is deemed inadequate AQS writes to the External Examiner to ask that the report be resubmitted.	AQS - EE Team
If an External Examiner's report is not received then AQS sends a reminder letter.	AQS – EE Team