**External Examiner Induction Checklist**

| Tick | **Documents received** |
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|  | Proof of Eligibility to work (e.g. UK/EU passport or overseas passport with working visa) |
|  | Signed appointment letter |
|  | Starter checklist |
|  | External Examiner details form |

| Tick | **Documents to be provided\*** |
| --- | --- |
|  | Trinity Laban External Examiner Handbook |
|  | Trinity Laban Academic Quality Handbook |
|  | Trinity Laban Institutional Strategy |
|  | Programme Handbook and other student handbooks (e.g. Department or Project handbook)  |
|  | Assessment Regulations |
|  | Subject benchmarks and grading criteria |
|  | Previous year’s External Examiner report and response |
|  | Previous year’s Annual Programme Evaluation |
|  | Schedule for the year identifying modules/components to be examined and dates/times of Assessment Boards |
|  | Details of any relevant external regulations or professional conduct requirements |
|  | Trinity Laban Policy on Assessment and Feedback |

\*Documentation is normally provided via TL website or Moodle – hardcopies are provided on request

| Tick | **Role and Functions** |
| --- | --- |
|  | Discuss and agree the schedule for the year (including the number of visits required) and clarify External Examiner’s role in assessments  |
|  | Discuss arrangements for review and approval of assessment tasks/exam papers |
|  | Discuss arrangements for review and moderation of assessed work |
|  | Where there are multiple External Examiners for a programme, confirm the division of responsibilities |
|  | Confirm the Faculty’s arrangements for internal marking and moderation |
|  | Agree parameters and sample size for external moderation of assessed work |
|  | Confirm that External Examiners may not change individual marks |
|  | Confirm mechanisms for expressing concerns about the conduct of assessment |

| Tick | **General** |
| --- | --- |
|  | Introduce the External Examiner to relevant members of teaching staff |
|  | Introduce the External Examiner to the main administrative contacts within the Registry team |
|  | Ensure that Moodle login has been provided and arrange a demonstration of Moodle/eStream  |
|  | Provide the External Examiner with a tour of the Faculty |