

## External Examiner Engagement with Programme Assessment Board Guide

### Version Table

Revision	Description	Author	Date
	Initial Draft	V Harte	May 2024
	First Draft into PASS Process Guide template	F Maxwell	August 24

#### 1. What is the purpose of this guide?

The purpose of this guide is to provide the reader a step-by-step explanation of how an External engages with the Programme Assessment Board process. It links to the [Preparing & Annotating Assessment Board papers PASS Process Guide](#). There is a visio process representation of this guide available on the [PASS Process Guide](#) page.

#### 2. Step-By-Step Instructions

- 1- When it is time for a Board to be organised, the School Support Coordinator (SSC); from the Programme & Student Support Team (PASS), creates a spreadsheet detailing all appointed External Examiner details. A report to support the creation of this information can be found from the Edinburgh Napier Reporting Services. In some instances, the SSC will liaise with the S3 team who supports appointment of External Examiners for their campus to ensure the detail of appointment External Examiners is correct.
- 2- The SSC circulates the spreadsheet to their PASS team with a request that they check the information listed for provision they provide administrative support for.
- 3- The administrators review and advise the SSC of any provisions/details incorrect according to their information.
- 4- If there is an issue with the details, the SSC contacts the S3 team who issue appointment letters for Externals. Once the SSC checks and confirms any updates; they can proceed to organise and send out invitations for the Programme Assessment Boards. These invitations usually take the form of Outlook calendar invitations.

- 5- From this point, the External Examiner accepts or declines the invitation, often choosing to provide a reasoning behind any absence.
- 6- The SSA create and annotate their respective Programme Board Papers (as per the [Preparing & Annotating Assessment Board papers PASS Process Guide](#)).
- 7- The SSA share secure links to the Annotated Programme Assessment Board papers with the relevant External Examiner.
- 8- The External Examiner provides comment prior to the Board (via an email to the SSA) or if in attendance at the Board will provide oral comments. If External Comments are sent prior to the Board, they will be included in the Confidential minutes of the meeting.
- 9- Once the External Examiner has provided their comments to the relevant SSA, the SSA retain a copy of the comments and note them down in the minutes of the meeting.
- 10- If for any reason, no comments are provided by the External Examiners the SSA reports this to the PASS Manager, who will then forward this information onto the Senior Academic Lead (Quality).

### 3. Additional Information – NA

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