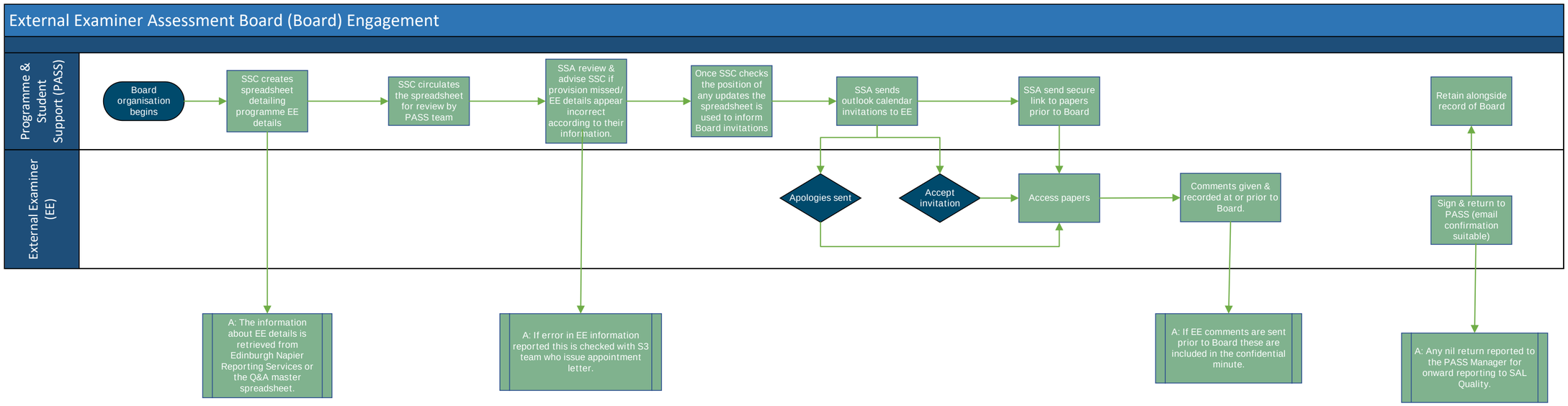
External Examiner Assessment Board (Board) Engagement
Programme & Student Support (PASS)
External Examiner (EE)
Board organisation begins
SSC creates spreadsheet detailing programme EE details
SSC circulates the spreadsheet for review by PASS team
SSA review & advise SSC if provision missed/ EE details appear incorrect according to their information.
Once SSC checks the position of any updates the spreadsheet is used to inform Board invitations
SSA sends outlook calendar invitations to EE
SSA send secure link to papers prior to Board
Retain alongside record of Board
Apologies sent
Accept invitation
Access papers
Comments given & recorded at or prior to Board.
Sign & return to PASS (email confirmation suitable)
A: The information about EE details is retrieved from Edinburgh Napier Reporting Services or the Q&A master spreadsheet.
A: If error in EE information reported this is checked with S3 team who issue appointment letter.
A: If EE comments are sent prior to Board these are included in the confidential minute.
A: Any nil return reported to the PASS Manager for onward reporting to SAL Quality.