

Information provided by the University to newly engaged External Examiners

Information to be provided by Academic Registry:

Following the engagement of an External Examiner, Academic Registry will send the following documents (or appropriate web links) to the newly engaged external examiner:

- Letter of engagement / Terms and Conditions.
- Instructions on how to gain Liverpool John Moores University IT access.
- Instructions on how to obtain a Liverpool John Moores University Staff Card.
- Link to programme specification(s).
- Link to the Guidance for External Examining document.
- University Academic Framework Regulations.
- A link to the University's Privacy Statement for External Examiners.
- Details of mentor (if a mentor has been allocated).
- *[If available/applicable, the Annual Report from the previous year/ previous External Examiner can also be made available on request]*

Information to be provided by the Programme Team, and informal programme-level induction:

Following the engagement of an External Examiner, the Programme Leader or nominee should arrange for an informal induction meeting to take place between the External Examiner and the relevant members of the programme team (this can take place virtually if required). Programme teams should provide the following programme information at the point of engagement, during the informal induction meeting, or throughout the course of the academic year as appropriate:

- Module proformas and key module information for each module to be moderated (or web links to material).
- Student programme guide.
- Assessment schedule and details of range of work to be undertaken, including visits.
- The dates and arrangements for Boards of Examiners during the coming academic year.
- Generic marking criteria/marketing schemes/grading descriptors as appropriate.
- Assessment strategy information, e.g. marking and moderation procedures.
- Details of other external examiners in the subject/programme team.
- Details of how moderation activity will be managed.
- Details of the newly engaged External Examiner's mentor, and the arrangements for mentoring (if a mentor has been allocated).
- For Apprenticeship programmes, programme teams will need to brief their External Examiners on:
 - the nature of the End Point Assessment (EPA), and whether it is integrated or not. (If the EPA is integrated, External Examiners will need to have a role in overseeing this activity).

- The way in which the EPA is conducted and any other implications for the External Examiner's role.
- The relationship between Apprenticeship Knowledge, Skills and Behaviours (KSBs) and programme/module learning outcomes.
- How the learning opportunities provided by the programme are delivered in the context of on-the-job and off-the-job learning.

NB – These are intended as a minimum. If programme teams do send their examiners other documents or information that they think would be relevant, they are encouraged to do so.