

By the start of each academic year provide your External Examiners with the following information (list taken from Academic Manual):

- ❑ Name(s) and contact details for the Chair of the Board of Examiners, Board Administrators and Examinations Liaison Officers
- ❑ Date(s) of the Board of Examiners meeting(s)
- ❑ The Terms of Reference, Constitution and Membership of the Board (e.g. number of Internal Examiners and any interdepartmental/ interdivisional involvement).
- ❑ The number and subject area of other External Examiners appointed to the Board
- ❑ Programme and module information specifically the relevant programme summary, programme handbook or syllabus information and module descriptors
- ❑ Programme regulations and link to the [UCL Academic Manual Chapter 4: Assessment Framework for Taught Programmes](#)
- ❑ Report(s) of External Examiners and the Departmental response
- ❑ Marking Criteria

Additional material to send to your External Examiners at any point of the year that is suitable:

- ❑ Duties of an External Examiner ([UCL Academic Manual Chapter 9, section 4](#))
- ❑ Relevant Faculty specific policies
- ❑ Departmental marking procedures

- ❑ Access to IT/Moodle/AssessmentUCL. If the external examiner is required to access assessment material via Moodle, please ensure that they are provided with access and instructions as early as possible so that any technical issues can be resolved. Refer to the section: [Arranging IT Access for External Examiners](#)
- ❑ Timescales for when to expect items for review
- ❑ Information about how and when material will be made available
- ❑ New summative assessment tasks for review
- ❑ Department Education Plans
- ❑ Marks sheets for every module
- ❑ Module marking schemes
- ❑ Samples of all assessment methods bearing full details of the internal marking process and justification of marks awarded
- ❑ Agenda for the Board of Examiners meeting(s)
- ❑ Minutes of the previous year's Board of Examiners meeting(s)
- ❑ Travel arrangements (where applicable)
- ❑ Information about payment and expenses
- ❑ Information about the process for submission of the External Examiners report (via Portico) following the Board of Examiners meeting.