



## External Examiners' Access to Moderated Work

### Introduction

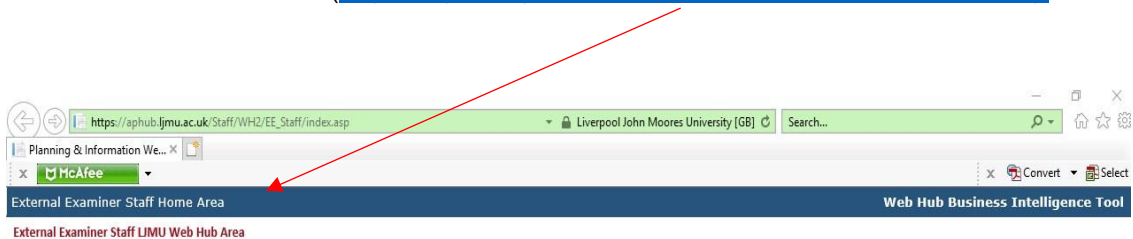
An External Examiner Moderation SharePoint site has been set up to allow moderated work for each module to be shared with External Examiners. Module teams can upload both documents (e.g. scanned exam scripts) and hyperlinks to individual pieces of marked work in Canvas that will allow External Examiners to view the markers' feedback.

The University has now moved to an automated enrolment process that enrolls External Examiners onto all the Canvas module sites associated with their programme of study.

The following paper will summarise how and where External Examiners can access moderated work.

### Step 1

External Examiners can access the folders for each of the modules on their programmes via the EE WebHub site ([https://aphub.ljmu.ac.uk/Staff/WH2/EE\\_Staff/index.asp](https://aphub.ljmu.ac.uk/Staff/WH2/EE_Staff/index.asp)) or via the

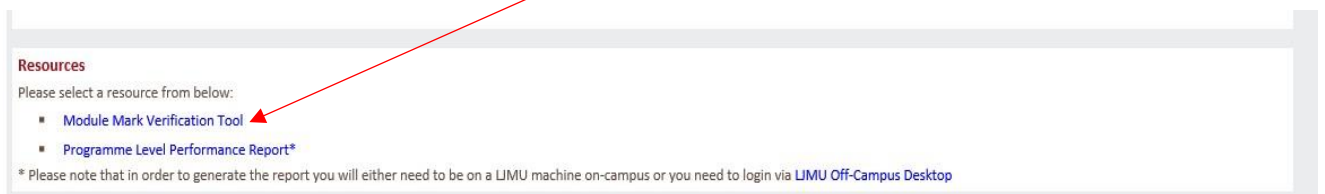


link on the [LJMU External Examiner website](#))

You will need to login using your LJMU username and password

### Step 2

Within the EE section of WebHub, External Examiners should access the module verification section.



### Step 3

Within the module verification section, click on the **Moderation** site link, which will take External Examiners to a SharePoint folder for that module where they will be able to access

Term\*:   
 Session:   
 Level:   
 Validation Completed:

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\* You can only view the PDF if you are on LIMU Campus machines or are accessing this via LIMU off-campus desktop

Faculty	School	Term	Module	Title	Session	Students	Posted Grades	Class Num	Mod Leader on Mod Cat/SIS	Verification Completed	View	View Completed PDF*	Moderation Site
EHC	NAH	2018	4001APRN	Introduction to nursing practice	S1	36	0	4817	Phil Rathe	No	View		Moderation
EHC	NAH	2018	4001BPRN	Foundations of nursing practice (2)	S2	35	0	6479	Mark Woods	No	View		Moderation
EHC	NAH	2018	4002PRN	Introduction to study skills	S1	36	0	4581	Patricia Clarke	No	View		Moderation
EHC	NAH	2018	4003PRN	Introduction To Nursing Science	OEE_September	1	0	1	Donal Deehan	No	View		Moderation
EHC	NAH	2018	4003PRN	Introduction To Nursing Science	S1	36	0	4659	Donal Deehan	No	View		Moderation
EHC	NAH	2018	4004PRN	Application of Nursing Theory to Practice	S2	35	0	6462	Anitra Malin	No	View		Moderation
EHC	NAH	2018	4005PRNMH	Person Centred Practice in Mental Health	S2	35	0	6468	May Baker	No	View		Moderation

the sample of work requiring moderation.

*Note – the Term defaults to the current academic year – externals for PGT programmes moderating dissertations in the Autumn or externals for programmes running on non-standard academic calendars may need to change to the previous academic year in order to view the work for moderation.*

#### Step 4

Via the SharePoint site, External Examiners will be able to access either:

- a) The sample of marked work (usually in PDF or Word format) or,

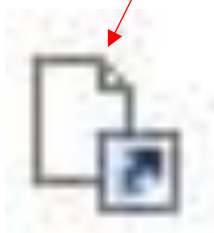
2018 modules ▸ 5309NATSCI

 new document or drag files here

All Documents ...

✓		Name	...	Modified	Modified By
		Azores assignment	...	16 October	<input type="checkbox"/> Sherwood, Graham
		Exam	...	16 October	<input type="checkbox"/> Sherwood, Graham

- b) A link to marked work in Canvas.



Links to marked work in Canvas are particularly helpful if work has been marked online within Canvas as it will allow External Examiners to see the markers' comments alongside the work itself.

When selecting a link or document to view External Examiners are strongly advised to rightclick and open in a new tab – this will reduce potential navigation issues that can arise moving between SharePoint and Canvas.

The first time a link to Canvas is selected, External Examiners will be prompted for their LJMU username and password – please be aware that Canvas requires usernames to be provided in the format AQDJSMIT@ljmu.ac.uk, whereas SharePoint and Web Hub will just need the username AQSJSMIT.

External examiners have write access to the module folders, so they can upload feedback for the module team following moderation if they so wish.

**Please note:**

- LJMU passwords expire every 60 days – if it has expired you will not be able to access WebHub, and will get an error message. You can manage your LJMU IT account via the link on the [LJMU External Examiner website](#)
- Although primary access to SharePoint and Canvas will be via the WebHub portal, separate logins will be requested for each system if they are accessed from outside LJMU.
- When there is a team of External Examiners (or modules are shared between programmes) the programme leaders will be responsible for assigning primary responsibility for moderation of modules to specific examiners.
- It is the responsibility of the programme team to inform External Examiners when and how work for each module will be available for external moderation, and the date by which moderation should be completed.
- Browsers - Canvas will not work well with Internet Explorer. Earlier versions of the Edge browser have had compatibility issues with SharePoint and users trying to access the moderation site have seen "Access denied" messages.
- If you do experience issues please take screenshots - this will help us troubleshoot.