LJMU External Examiner Programme Level Induction

Guide for Programme Leaders

As part of their induction, External Examiners who are newly engaged with LJMU should meet with the programme team for an informal, programme level induction. It is recommended that this is managed via a virtual meeting.

The induction will be arranged and led by a nominated representative from the programme team. Normally, this will be:

- The Programme Leader (where the EE is engaged with one programme, or a suite of programmes overseen by one programme leader)
- The Subject Leader or equivalent (where the EE is engaged with a suite of programmes that have more than one programme leader)
- The Link Tutor, supported by the programme leader(s) from the partner (in the case of collaborative provision)

The structure and timing of this meeting will be entirely up to the programme team, but it should cover the following items and topics:

- A summary of the facilities available on campus, and an overview of the key sites and buildings for the programme.
- A summary of the academic calendar, including dates of Boards of Examiners and what can be expected at programme level at each stage
- A brief validation history of the programme, including design/delivery characteristics as set out in the programme specification.
- Arrangements for assessment procedures and any reasonable adjustments which may be made for eligible students
- Marking protocols (question and assignment setting; model answers; double marking; blind marking; moderation)
- Discussion of sampling and selection of student work to provide the evidence base for external examiner
- Discussion on how moderation will be managed (method, timescales etc) for the programme(s) concerned
- Procedures for oral examination of formal review of student work or performance
- Opportunities for meeting students on a more informal basis
- Examination procedures and requirements for attending Boards of Examiners
- Terms of Reference for Boards of Examiners
- Rules and penalties for academic misconduct
- Procedures for student appeals and complaints

- Access to recent external examiner reports, minutes of Boards of Examiners and examination question papers
- Contact protocols and details for key staff (especially important for external examiners of collaborative provision)
- One to One session with Programme Leader on CANVAS, to look at specific modules etc.
- Details of the External Examiner's mentor, plus details of how the mentoring will be managed throughout the first year of the External Examiner's engagement *(only for External Examiners where a mentor has been allocated)*.
- Details of the End Point Assessment *(for Apprenticeship programmes only).* Where the End Point Assessment is integrated, information should be given to the External Examiner which confirms that the End Point Assessment will be conducted in accordance with the agreed End Point Assessment Plan (Apprenticeships only).

NB – This list is not exhaustive. If there is anything else that you would like to cover (for example, information specific to your own subject area) which is not listed above, you are very welcome to do this.