Imperial College
London

Key Information for External Examiners

1.   Imperial College External Examiners are provided with the following information in order to assist them in carrying out their role effectively (all information is available via the [external examiner website](#)):

2.   **Information Provided by the Registry**

- Academic and Examination Regulations
- External Examiner report template and expense claim form
- External Examiner report(s) from the previous academic session and the Board of Examiners' response to them (available upon request[1])
- A description of the Roles and Responsibilities of Taught Course External Examiners (for both undergraduate and Master's degrees)
- Master's and Undergraduate External Examiner report summaries from previous academic sessions
- Annual Monitoring Statement (undergraduate degrees) for the previous session

3.   **Information Provided by the Department**

- Programme Syllabus (for first degrees) / degree requirements (for Master's degrees)
- Programme specification
- Aims and objectives of each course element including information about how the curriculum progresses
- Campus (or campuses) where the programme is based
- Scheme of marking
- Scheme for the Award of Honours (for first degrees)
- Scheme for the Award of Pass / Merit or Distinction (for Master's degrees)
- Any information on relevant professional requirements, for example, fitness to practice medicine;
- Information about the role and function of External Examiners as seen from a departmental perspective
- Examples of recent examination questions
- Copy of the Student/Programme Handbook or similar guidance provided to students
- Copy of the weekly course timetable (if not in programme handbook)
- Access to any on-line and VLE materials
- Copy of the most recent programme evaluation report (Master's degrees)

4.   **Aide Memoire - Who's Who in the Department**

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[1] Requests can be submitted to the Imperial College External Examiner email address: external.examiner@imperial.ac.uk

4.1. Externals should be provided with a "who's who" for the department including:

- Head of Department
- Departmental Examinations Contact
- Board of Examiners' Secretary
- Director(s) of Studies (undergraduate/postgraduate)
- Departmental administrator/secretaries
- Other academic staff who will be members of the Board of Examiners

5. Induction Process

5.1. External Examiners should be invited to visit to department prior to the examination process in order to:

- Meet relevant staff
- Discuss the department's teaching and learning strategies
- Discuss previous examples of students' work

6. Communication

1. To help ensure effective and efficient communication:

- Departmental contact details should be given to the External Examiner, clearly identifying who the External should contact in relation to different matters
- The nature of the examination tasks should be clearly identified with specific details of the action required of the External Examiner at each stage
- There should be a clear and early exchange of information about the departmental timetable of activity and the External Examiner's availability during the examination cycle

Approved by QAEC
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