Postgraduate External Examiner Timeline

Legend:
- SABS & SAPS
- Annual EE reports
- EE role / EE role
- Registry

Year	Month	Period	Task	School Academic	PASS	SQP	Quality	Assessment team	External Examiner
Annually	September	Annual activity	New Code of Practice for Assessment published					x	
Annually	September		Quality circulate link to new Code of Practice for Assessment and briefing note to External Examiners				x		
Annually	October		Dates finalised for SAPs and SABs	x				x	
Annually	October		Reminder sent to Postgraduate External Examiners for annual report				x		
Annually	November		Postgraduate External Examiner submits annual report						x
Annually	November		Consideration of external examiner reports	x		x	x		
Annually	November		**New PG External Examiner appointments commence**	x	x		x		
Annually	November		PASS to send invites to all staff who need to attend SAB meetings for the year, including the AT and EE.		x				
Annually	November		Schools to provide external examiners with all draft assessments and examination papers for the year (first attempts and resits), along with accompanying model answers/marking criteria, for comment and approval.	x	x				
Annually	November		Assignment briefs for whole year sent to External Examiners.	x	x				
Annually	November		Submission points set up in Moodle - at beginning of year, cross checked with Assessment Schedule.	x					
Annually	November		External Examiner given access to all of their Moodle sites at the beginning of year	x	x				
Annually	December		Confirmation of Assessment Schedule to be sent to External Examiner about when to expect samples, at the beginning of the year, for entire year, and ask External Examiners to confirm when they are unavailable. Alternative arrangements to be put in place if they are unavailable.	x	x				
Annually	December		External Examiners advises the School of any dates they are unavailable						x
Annually	December		**Online (Teams) External Examiner Induction Event**	x	x		x	x	x
2024	January	Semester 1	**Semester 1 assessment period**	x	x			x	
2024	February		Programme teams are responsible for ensuring that appropriate samples of assessment from each module contributing to award are sent to the external examiner for moderation in time for them to comment before SAB	x	x				
2024	February		External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x
2024	February		Semester 1 results entered	x					
2024	February		**SAPS**	x	x			x	
2024	March		External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x
2024	March		If an external examiner is unable to attend the SAB meeting, but has been involved in the examining process throughout, a written statement confirming their concurrence with the module results should be submitted to the Chair for recording purposes in advance of the SAB meeting.	x	x				x
2024	March		**SABS - External Examiner attends SAB on Teams**	x	x			x	x
2024	March		Progression and award profiles shown during SAB					x	
2024	March		**Semester 1 (and Semester 3 resits) Progress and Award Examinations Panel (PAEP) meeting**					x	
2024	February	Dissertation/capstone/research project	**Dissertation/capstone/research project assessment period**	x	x			x	
2024	February-March		Programme teams are responsible for ensuring that appropriate samples of assessment from each module contributing to award are sent to the external examiner for moderation in time for them to comment before SAB	x	x				
2024	February-March		External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x
2024	March-April		Dissertation/capstone/research project results entered	x					
2024	April		**SAPS**	x	x			x	
2024	April		External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x
2024	April		If an external examiner is unable to attend the SAB meeting, but has been involved in the examining process throughout, a written statement confirming their concurrence with the module results should be submitted to the Chair for recording purposes in advance of the SAB meeting.	x	x				x
2024	April		**SABS - External Examiner attends SAB on Teams**	x	x			x	x
2024	April		Progression and award profiles shown during SAB					x	
2024	April		**Dissertation/capstone Progress and Award Examinations Panel (PAEP) meeting**					x	
2024	April	Semester 1 Reassessment	**Semester 1 reassessment period**	x	x			x	
2024	May-June		**Dissertation/capstone/research project reassessment**	x	x			x	
2024	May-June		Programme teams are responsible for ensuring that appropriate samples of assessment from each module contributing to award are sent to the external examiner for moderation in time for them to comment before SAB	x	x				
2024	May-June		External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x
2024	June		Semester 1 reassessment/dissertation/capstone/research project reassessment results entered	x					

SABS & SAPS	Annual EE reports
EE role	EE role
Registry	

Postgraduate External Examiner Timeline

Year	Month		Task	School Academic	PASS	SQP	Quality	Assessment team	External Examiner
2024	May-June		**Semester 2 assessment period**	x	x			x	
2024	June		Programme teams are responsible for ensuring that appropriate samples of assessment from each module contributing to award are sent to the external examiner for moderation in time for them to comment before SAB	x	x				
2024	June		External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x
2024	June		Semester 2 results entered	x					
2024	July	Semester 2	**SAPS**	x	x			x	
2024	July		External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x
2024	July		If an external examiner is unable to attend the SAB meeting, but has been involved in the examining process throughout, a written statement confirming their concurrence with the module results should be submitted to the Chair for recording purposes in advance of the SAB meeting.	x	x				x
2024	July		**SABS - External Examiner attends SAB on Teams**	x	x			x	x
2024	July		Progression and award profiles shown during SAB					x	
2024	July		**Semester 2 (and Semester 1 resits) Progress and Award Examinations Panel (PAEP) meeting**					x	
2024	August		**Semester 2 reassessment period**	x	x			x	
2024	August		Programme teams are responsible for ensuring that appropriate samples of assessment from each module contributing to award are sent to the external examiner for moderation in time for them to comment before SAB	x	x				
2024	August	Semester 2 Reassessment	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x
2024	September		Semester 2 reassessment results entered	x					
2024	September		**SAPS**	x	x			x	
2024	September		External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x
2024	September		If an external examiner is unable to attend the SAB meeting, but has been involved in the examining process throughout, a written statement confirming their concurrence with the module results should be submitted to the Chair for recording purposes in advance of the SAB meeting.	x	x				x
2024	September		**SABS - External Examiner attends SAB on Teams**	x	x			x	x
2024	September		Progression and award profiles shown during SAB					x	
2024	September		**Semester 2 resits Progress and Award Examinations Panel (PAEP) meeting**					x	
2024	September		**Semester 3 assessment / dissertation hand in**	x					
2024	September-October		Programme teams are responsible for ensuring that appropriate samples of assessment from each module contributing to award are sent to the external examiner for moderation in time for them to comment before SAB	x	x				
2024	September-October		External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x
2024	September-October		All reassessment failures must normally be reviewed by the external examiner						x
2024	November	Semester 3	Semester 3 assessment / dissertation results entered	x					
2024	November		**SAPS**	x	x			x	
2024	November		External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x
2024	November		If an external examiner is unable to attend the SAB meeting, but has been involved in the examining process throughout, a written statement confirming their concurrence with the module results should be submitted to the Chair for recording purposes in advance of the SAB meeting.	x	x				x
2024	November		**SABS -** External Examiner attends SAB on Teams	x	x			x	x
2024	November		Progression and award profiles shown in SAB					x	
2024	December		**Semester 3 Postgraduate Progress and Award Examinations Panel (PAEP) meeting**					x	
2025	January		**Postgraduate / Semester 3 reassessment** Assignments and other continuously assessed work for examination or re-examination to be submitted	x					

Deadline/Date/Timescale
September
September
October
1st October
1st November
see Annual reports tab
1st November
At the beginning of the year, for the whole year
November
November
November
November
December
December
13/12/2023
15-26/01/2024
School to determine
School to advise EE
by 16/02/2024, 12 noon
by 23/02/2024
by 01/03/2024
by 01/03/2024
by 01/03/2024
by 01/03/2024
06/03/2024, 10.30am
submitted by 09/02/2024
School to determine
School to advise EE
by 05/04/2024, 12 noon
by 11/04/2024
by 16/04/2024
by 16/04/2024
by 16/04/2024
by 16/04/2024
24/04/2024, 11am
02-05/04/2024
27/05 - 07/06/2024
School to determine
School to advise EE
28/06/2024, 12 noon

Deadline/Date/Timescale
27/05/2024 - 07/06/2024
School to determine
School to advise EE
by 28/06/2024, 12 noon
by 05/07/2024
by 12/07/2024
by 12/07/2024
by 12/07/2024
by 12/07/2024
17/07/2024, 10.30am
12-16/08/2024
School to determine
School to advise EE
04/09/2024, 12 noon
by 10/09/2024
by 13/09/2024
by 13/09/2024
by 13/09/2024
by 13/09/2024
18/09/2024, 10.30am
16-20/09/2024
School to determine
School to advise EE
School to advise EE
11/11/2024
by 15/11/2024
by 29/11/2024
by 29/11/2024
by 29/11/2024
by 29/11/2024
04/12/2024
24/01/2025, 12 noon