

SABS & SAPS	Annual EE reports
EE role	EE role
Registry	

Undergraduate External Examiner Timeline

[To be read in conjunction with - The Code of Practice for Assessment 2023-2024.](#)

[Dates taken from: Examination and Assessment Schedule 2023-2024](#)

Year	Month	Task	School Academic	PASS	SQP	Quality	Assessment team	External Examiner	Deadline/Date/Timescale
Annually	September	New UG External Examiner appointments commence						x	1st September
Annually	September	New Code of Practice for Assessment published					x		September
Annually	September	Quality circulate link to new Code of Practice for Assessment and briefing note to External Examiners				x			September
Annually	September	Submission points set up in Moodle - at beginning of year, cross checked with Assessment Schedule.	x						September
Annually	September	External Examiner given access to all of their Moodle sites at the beginning of year	x	x					September
Annually	October	Dates finalised for SAPs and SABS	x				x		October
Annually	November	PASS to send invites to all staff who need to attend SAB meetings for the year, including the Assessment team and External Examiner.		x					At the beginning of the year, for the whole year
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					November
Annually	November	Assignment briefs for whole year sent to External Examiners.	x	x					November
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					December
Annually	December	External Examiners advises the School of any dates they are unavailable						x	December
Annually	December	Online (Teams) External Examiner Induction Event	x	x		x	x	x	December
Annually	June	Reminder sent to UG External Examiners for annual report				x			1st June
Annually	August	Undergraduate External examiners submit annual reports						x	1st August
Annually	August	Consideration of external examiner reports -	x		x	x			see Annual reports tab
2024	January	Semester 1 Assessment period	x	x			x		15-26/01/2024
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					School to determine
2024	February	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2024	February	Semester 1 results entered	x						by 16/02/2024, 12 noon
2024	February	SAPS	x	x			x		by 23/02/2024
2024	March	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 01/03/2024
2024	March	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 01/03/2024
2024	March	Progression and award profiles shown during SAB					x		by 01/03/2024
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	by 01/03/2024
2024	March	Semester 1 Progress and Award Examinations Panel (PAEP) meeting					x		06/03/2024
2024	April	Semester 1 Reassessment period	x	x			x		02-05/04/2024
2024	May	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					School to determine
2024	May	Semester 1 Reassessment failures sent to External Examiner	x						School to advise EE
2024	May	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2024	June	All reassessment failures must normally be reviewed by the external examiner						x	School to advise EE
2024	June	Semester 1 resit results entered	x						by 28/06/2024, 12 noon
2024	June	Semester 2 Assessment period	x	x			x		28/05/2024 - 07/06/2024
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					School to determine
2024	June	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2024	June	Semester 2 results entered	x						by 28/06/2024, 12 noon
2024	July	SAPS	x	x			x		by 05/07/2024
2024	July	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 12/07/2024
2024	July	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 12/07/2024
2024	July	Progression and award profiles shown during SAB					x		by 12/07/2024
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	by 12/07/2024
2024	July	Semester 2 Progress and Award Examinations Panel (PAEP) meeting					x		17/07/2024
2024	August	Semester 2 Reassessment period	x	x			x		12-16/08/2024
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					School to determine
2024	August	Semester 2 Reassessment failures sent to External Examiner	x	x					School to advise EE
2024	August	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2024	August	All reassessment failures must normally be reviewed by the external examiner						x	School to advise EE
2024	September	Semester 2 resits results entered	x						by 04/09/24, 12 noon
2024	September	SAPS	x	x			x		10/09/2024
2024	September	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	School to advise EE
2024	September	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 13/09/2024
2024	September	Progression and award profiles shown during SAB					x		by 13/09/2024
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	School to advise EE
2024	September	Semester 2 Resit Progress and Award Examinations Panel (PAEP) meeting					x		18/09/2024, 10.30am