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| SABs | Annual EE reports |
| EE role | EE role |
| Registry | |

Postgraduate External Examiner Timeline

To be read in conjunction with Section 42 of: [The Code of Practice for Assessment](#)
 Dates taken from: [Postgraduate Taught Examination and Assessment Schedule](#)
 And: [Examination and Assessment Schedule](#)

| Year | Month | Task | School Academic | PASS | SQP | Quality | Assessment Team | External Examiner | Deadline/Date/Timescale |
|----------|----------------|---|-----------------|------|-----|---------|-----------------|-------------------|--|
| 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 | October | Dates finalised for SABs | x | | | | x | | October |
| Annually | October | Reminder sent to Postgraduate External Examiners for annual report | | | | x | | | 1st October |
| Annually | November | Postgraduate External Examiner submits annual report | | | | | | x | 31st November |
| Annually | November | Consideration of external examiner reports | x | | x | x | | | |
| Annually | November | New PG External Examiner appointments commence | x | x | | x | | | 1st September |
| Annually | November | PASS to send invites to all staff who need to attend SAB meetings for the year, including the AT and EE. | | 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 | November | Submission points set up in Moodle - at beginning of year, cross checked with Assessment Schedule. | x | | | | | | November |
| Annually | November | External Examiner given access to all of their Moodle sites at the beginning of year | 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 advise the School of any dates they are unavailable | | | | | | x | December |
| | January | Dissertation/capstone/research project assessment period | x | x | | | x | | 19-30/01/2026 |
| | January | Semester 1 assessment period | x | x | | | x | | 19-30/01/2026 |
| | 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 |
| | February | External examiners must endorse the results for all modules for which they are responsible prior to the SAB. | | | | | | x | School to advise EE |
| | February | Semester 1 results entered (exc. Dissertation/Capstone/Research project) | x | | | | | | by 23/02/2026, 10am |
| | February | pre-SAB meetings | x | x | | | x | | by 04/03/2026 |
| | 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 | | | | | School to determine |
| | February-March | External examiners must endorse the results for all modules for which they are responsible prior to the SAB. | | | | | | x | School to advise EE |
| | March | External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes). | | | | | | x | by 09/03/2026 |
| | 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 | by 09/03/2026 |
| | March | SABs - External Examiner attends SAB on Teams | x | x | | | x | x | by 09/03/2026 |
| | March | Progression and award profiles shown during SAB | | | | | x | | by 09/03/2026 |
| | March-April | Dissertation/capstone/research project results entered | x | | | | | | by 23/03/2026, 10am |
| | April | SABs | x | x | | | x | | by 30/03/2026 |
| | April | External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes). | | | | | | x | by 30/03/2026 |
| | 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 | by 30/03/2026 |
| | April | SABs - External Examiner attends SAB on Teams | | x | | | x | | by 30/03/2026 |
| | April | Progression and award profiles shown during SAB | | | | | x | | by 30/03/2026 |
| | April | Semester 1 reassessment period | x | x | | | x | | 23-24/04/2026 |
| | May-June | Dissertation/capstone/research project reassessment | x | x | | | x | | due by 17/08/2026, 10am |
| | 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 | | | | | School to determine |
| | May-June | External examiners must endorse the results for all modules for which they are responsible prior to the SAB. | | | | | | x | School to advise EE |
| | June | Semester 2 assessment period | x | x | | | x | | 01-12/06/2026 |
| | June | Semester 1 reassessment/dissertation/capstone/research project reassessment results entered | x | | | | | | 20/07/2026, 10am |
| | 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 |
| | June | External examiners must endorse the results for all modules for which they are responsible prior to the SAB. | | | | | | x | School to advise EE |
| | June | Semester 2 results entered | x | | | | | | by 06/07/2026, 10am |
| | July | pre SAB meetings | x | x | | | x | | by 15/07/2026 |
| | July | External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes). | | | | | | x | by 20/07/2026 |
| | 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 | by 20/07/2026 |
| | July | SABs - External Examiner attends SAB on Teams | x | x | | | x | x | by 20/07/2026 |
| | July | Progression and award profiles shown during SAB | | | | | x | | by 20/07/2026 |
| | August | Semester 2 reassessment period | x | x | | | x | | 17-21/08/2026 |
| | 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 |

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| | August | External examiners must endorse the results for all modules for which they are responsible prior to the SAB. | | | | | | x | School to advise EE |
| | September | Semester 2 reassessment results entered | x | | | | | | 03/09/2026, 10am |
| | September | pre SAB meetings | x | x | | | x | | by 10/09/2026 |
| | September | External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes). | | | | | | x | by 14/09/2026 |
| | 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 | by 14/09/2026 |
| | September | SABs - External Examiner attends SAB on Teams | x | x | | | x | x | by 14/09/2026 |
| | September | Progression and award profiles shown during SAB | | | | | x | | by 14/09/2026 |
| | September | Semester 3 assessment / dissertation hand in | x | | | | | | submitted by 21/09/2026 |
| | 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 | | | | | School to determine |
| | September-October | External examiners must endorse the results for all modules for which they are responsible prior to the SAB. | | | | | | x | School to advise EE |
| | September-October | All reassessment failures must normally be reviewed by the external examiner | | | | | | x | School to advise EE |
| | October | Semester 3 assessment / dissertation results entered | x | | | | | | 21/10/2026 |
| | October | pre SAB meetings | x | x | | | x | | by 29/10/2026 |
| | November | External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes). | | | | | | x | by 03/11/2026 |
| | 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 | by 03/11/2026 |
| | November | SABs - External Examiner attends SAB on Teams | x | x | | | x | x | by 03/11/2026 |
| | November | Progression and award profiles shown in SAB | | | | | x | | by 03/11/2026 |
| | December | Postgraduate / Semester 3 reassessment Assignments and other continuously assessed work for examination or re-examination to be submitted | x | | | | | | 04/12/2026, 10am |