

SABS & SAPS	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 SAPs and 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	1st November
Annually	November	Consideration of external examiner reports	x		x	x			see Annual reports tab
Annually	November	New PG External Examiner appointments commence	x	x		x			1st November
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
Annually	December	Online (Teams) External Examiner Induction Event	x	x		x	x	x	December
2025	January	Dissertation/capstone/research project assessment period	x	x			x		submitted by 28/01/2024
2025	January	Semester 1 assessment period	x	x			x		20-31/01/2025
2025	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
2025	February	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2025	February	Semester 1 results entered	x						by 21/02/2025, 12 noon
2025	February	SAPS	x	x			x		by 28/02/2025
2025	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
2025	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
2025	March	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 06/03/2025
2025	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 06/03/2025
2025	March	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 06/03/2025
2025	March	Progression and award profiles shown during SAB					x		by 06/03/2025
2025	March-April	Dissertation/capstone/research project results entered	x						by 11/04/2025, 12 noon
2025	April	SAPS	x	x			x		by 17/04/2025
2025	April	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 17/04/2025
2025	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 25/04/2025
2025	April	SABS - External Examiner attends SAB on Teams		x			x		by 25/04/2025
2025	April	Progression and award profiles shown during SAB					x		by 25/04/2025
2025	April	Semester 1 reassessment period	x	x			x		07-11/04/2025
2025	May-June	Dissertation/capstone/research project reassessment	x	x			x		due by 13/06/2025, 12 noon
2025	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
2025	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
2025	June	Semester 2 assessment period	x	x			x		02-13/06/2025
2025	June	Semester 1 reassessment/dissertation/capstone/research project reassessment results entered	x						04/07/2025, 12 noon
2025	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
2025	June	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2025	June	Semester 2 results entered	x						by 04/07/2025, 12 noon
2025	July	SAPS	x	x			x		by 11/07/2025
2025	July	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 18/07/2025

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2025	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 18/07/2025
2025	July	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 18/07/2025
2025	July	Progression and award profiles shown during SAB					x		by 18/07/2025
2025	August	Semester 2 reassessment period	x	x			x		18-22/08/2025
2025	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
2025	August	External examiners must endorse the results for all modules for which they are responsible prior to the SAB.						x	School to advise EE
2025	September	Semester 2 reassessment results entered	x						03/09/2025, 12 noon
2025	September	SAPS	x	x			x		by 09/09/2025
2025	September	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 12/09/2025
2025	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 12/09/2025
2025	September	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 12/09/2025
2025	September	Progression and award profiles shown during SAB					x		by 12/09/2025
2025	September	Semester 3 assessment / dissertation hand in	x						submitted by 19/09/2025
2025	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
2025	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
2025	September-October	All reassessment failures must normally be reviewed by the external examiner						x	School to advise EE
2025	November	Semester 3 assessment / dissertation results entered	x						07/11/2025
2025	November	SAPS	x	x			x		by 14/11/2025
2025	November	External examiners attending the School Assessment Board online may provide verbal concurrence (to be recorded in the minutes).						x	by 28/11/2025
2025	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 28/11/2025
2025	November	SABS - External Examiner attends SAB on Teams	x	x			x	x	by 28/11/2025
2025	November	Progression and award profiles shown in SAB					x		by 28/11/2025
2025	January	Postgraduate / Semester 3 reassessment Assignments and other continuously assessed work for examination or re-examination to be submitted	x						30/01/2026, 12 noon