

SABS & SAPS		Annual EE reports	<div>Undergraduate External Examiner Timeline</div> <div>To be read in conjunction with Section 42 of: The Code of Practice for Assessment Dates taken from Key Academic Dates</div>								
EE role		EE role									
Registry											
Year	Month		Task	School Academic	PASS	SQP	Quality	Assessment Team	External Examiner	Deadline/Date/Timescale	
Annually	September	Annual activity	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/markng 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
2025	January		Semester 1 Assessment period	x	x	x			x		20-31/01/2025
2025	February		Semester 1	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	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	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	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	April	Semester 1 Reassessment period		x	x				x		07-11/04/2025
2025	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
2025	May	Semester 1 Reassessment failures sent to External Examiner	x							School to advise EE	
2025	May	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	All reassessment failures must normally be reviewed by the external examiner			x				x	School to advise EE	
2025	June	Semester 2	Semester 2 Assessment period	x	x			x		02-13/06/2025	
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	July		Semester 1 resit results entered	x	x					by 04/07/2025, 12 noon	
2025	July		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	
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	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	August	Semester 2 Reassessment period	x	x				x		18-22/08/2025	
2025	August	Semester 2 reassessment	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		Semester 2 Reassessment failures sent to External Examiner	x						School to advise EE	
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	August		All reassessment failures must normally be reviewed by the external examiner			x				x	School to advise EE
2025	September		Semester 2 resits results entered							x	by 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		School to advise EE
2025	September		SABS - External Examiner attends SAB on Teams	x	x			x			by 12/09/2025
2025	September		Progression and award profiles shown during SAB						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	School to advise EE