External Examiners Process Map

**Initiation & Set-up Phase** Jan-Mar annually

1. Dean of Undergraduate Studies/TTL/Quality Office sends standard memo to Schools requesting nominations for new EEs or amendments to list of current EEs

2. School notifies Sr Lecturer/TTL of amendments to list and/or nominations for new EEs

3. Nomination reviewed and approved by Sr Lecturer

4. TTL prepares consolidated list of EEs and submits to Council

5. Council notes consolidated list of UG EEs.

6. HOS sends formal invitation to newly appointed EEs with info on role, and bank set-up/payment forms

7. EE completes payments requisition form and bank set-up form, and returns to School

8. School returns completed forms to HR (for Irish EEs) or FSD (for non-Irish EEs)

9. HR or FSD sets up newly appointed EEs on the system

10. School sends course pack, marking scheme, exam pack and final draft of papers to EEs

11. EE reviews papers and returns comments to HOS

12. School considers and acts on comments

13. Post exam, School provides scripts & exam papers to EE

14. EE attends exam board meeting

15. Following Exam Board meeting, EE submits expenses receipts to the School

16. School signs off on expenses and authorises payment of fees and expenses

17. HR or FSD processes and executes payment of EE expenses claim & fee

18. EE submits Annual Report to Sr Lecturer

19. Sr Lecturer receives EE report, acknowledges it and sends it to QO

20. QO sends report to HoS, DLUG, Course Coordinator, School and Faculty Administrator

21. School Administrator circulates report to Academic, Teaching Staff

22. Report discussed at School/Course/Programme Committee

23. QO meets with Sr Lecturer to escalate issues arising from Ex Ex Report

24. School meets with Sr Lecturer to discuss response to Ex Ex Report

25. School meets with Sr Lecturer to discuss response to Ex Ex Report

**Examination & Payment Phase** Feb-Aug annually

**Annual Report Phase** May-Sept annually

**Quality Assurance** June-Dec annually

Note: For payment of Irish EE Fees (not expenses), bank details must be submitted on SET-UP FORM & PRD10 form must also be completed. For payment of non-Irish Fees, EE bank details submitted on EE payment requisition form. Both Irish & non-Irish expenses claimed on EE payment requisition form.

**Calendar entry for UG EE**

**Consolidated list of EEs**
1. Dean of Undergraduate Studies/TTL/Quality Office sends list of outstanding Ex Ex reports to Schools.
2. Schools update list and resubmit to Quality Office.
3. Quality Office updates Ex Ex Database to reflect updated returns.
4. Quality Office formally follow up with Ex Ex if Annual Report still outstanding.
5. External Examiners process and the Annual Faculty Quality Report.
6. Quality Office submits returns data for SLAR.
7. Quality Office updates Ex Ex Database to reflect updated returns.
8. Quality Office submits consolidated Annual Quality Report.
10. Council progresses action on agreed enhancements to process for next year.

End of Process.