External Examiners Postgraduate

June 2017 (Revised)

	Initiation & Set-up Phase	Examination & Payment Phase	Annual Report Phase	Follow-up Phase
Quality Committee/Council	Calendar entry for PG EE 6. Council notes consolidated list of EEs and Calendar entry is prepared Consolidated list of EEs			23. Annual Quality Report discussed and approved at Council Annual Quality Report
Dean Graduate Studies, TTL, Quality Office	START 1. Reminder sent by DGS to Schools in January & May for nominations for EE 3. Nomination reviewed and approved by DGS EE Nomination 4. DGS sends formal invitation to newly appointed EEs with info on role, and bank set-up/ payment forms, ccing Course Co-ordinator & DTLPG 5. A consolidated list of EEs is prepared and submitted to Council as part of DGS Annual Report		18.EE Report & DGS comments sent to Course Co-ordinator for written response and cc'd to Head of School, DTLPG, School Administrator and QO 17.DGS reviews EE Report and highlights issues of interest and concern EE Annual Report 19. DGS provides written response to EE	22. Annual Faculty Quality Report discussed at QC & fed into Annual Quality Report to Council Annual Faculty Quality Report 25.QO progresses action on agreed enhancements to the process for the next year. ENDS
FSD	9. HR or FSD sets up newly appointed EEs on the system 1. EE payment requisition form 2. PRD10 form 3. Bank set-up form	15. HR or FSD processes & executes payment of EE fee and expenses claim		
School/Course Co-ordinator	2. Course Co-ordinator submits nomination for proposed EE to DTLPG who reviews and forwards to DGS for approval 8. Course Co-ordinator returns completed forms to HR (for Irish EEs) or FSD (for non-Irish EEs)	10. Course Co-ordinator sends marking scheme, exam pack and exam papers to the EE 12. Course Co-ordinator considers and acts on feedback and, following the exam, the relevant scripts and exam papers are sent to the EE 14. HoS signs off on expenses claim and authorises payment of fees and expenses	EE Annual Report and DGS comments EE Annual Report 20. HoS/DTLPG tables EE report at relevant School committee	21. School Administrator alerts Faculty Office of repeated or system-wide issues for Annual Faculty Quality Report
External Examiner	Note: For payment of Irish EE Fees (not expenses) bank details must be submitted on a BANK SET-UP FORM and a 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. 1. Role of UG EE 2. Bank SET-UP FORM (Irish EE) 3. PRD10 form (Irish EE only) 4. EE payment requisition form 7. EE completes payments requisition form, and if Irish resident, PRD10 form and bank set-up form, and returns to the Course Co-ordinator	1. Marking scheme 2. Exam pack 3. Exam papers 11. External Examiner reviews and gives feedback on marking scheme, exam pack and exam papers to the School 13. EE attends exam board meeting and submits expenses claim to the School	16.EE submits Annual Report to DGS Response to External Examiner	