



Procedure for the transfer to External Examiners of students' assessed work (exam scripts, coursework and research theses).

1. Purpose

The purpose of this Procedure is to outline the process for the secure transfer to External Examiners (taught and research) of students' assessed work.

2. Scope

The scope of this procedure includes:

- i. the transfer of student exam scripts and assessed work (including any coursework and capstone projects) for review by external examiners in preparation for attendance at subject, discipline or programme Courts of Examiners.
- ii. the transfer of dissertations completed as part of a taught Masters to an external examiner for review prior to programme-level Courts of Examiners.
- iii. the transfer of research theses to an external examiner prior to the conduct of a viva-voce, the retention of a Research Thesis by an external examiner for annotation to inform thesis corrections by a doctoral student; and retention of a research thesis by an external examiner following completion of the theses examination process.

All external examiners, whether they be domiciled in the EU or outside the EU, are expected to adopt the standards outlined by College in this procedure and in the [Terms and Conditions of Data Processing by External Examiners](#).

This procedure applies to all staff (academic, administrative and professional services staff) who are responsible for arrangements of Courts of Examiners



and *viva voce* examinations.

3. Principles

- 3.1. Student assessed work (e.g. exam scripts, coursework, capstone projects, masters' dissertations and research theses) is regarded as 'personal data' under the EU General Data Protection Regulation (GDPR) and must be protected by appropriate technical and organizational controls.
- 3.2. Student research, including undergraduate capstone projects, taught masters' dissertations and research theses, falls within the scope of the [Trinity Policy on Good Research Practice](#). The Policy outlines the requirements with regard to training, supervision and mentoring of student research, including consideration of research ethics, data management plans, data sharing, record keeping and data protection.
- 3.3. Data Management Plans for student research should consider data classification, secure data storage, and secure data transfer and sharing in the context of the external examiner process.
- 3.4. The external examiner, in order to allow for appropriate preparation, will receive all documents required for the effective conduct of their role in advance of their attendance (physical or remote), at the Court of Examiners or *viva-voce*.
- 3.5. Students should be informed if their assessed work is being sent to or accessed outside of the EU for the purposes of external examination.
- 3.6. A student's written consent should be sought to the examiner retaining a copy of the PhD thesis beyond the examining period, should they so wish.
- 3.7. Doctoral students are required to complete the CA7000 Research Integrity and Impact in an Open Scholarship Era Training Module, which covers data management, data security and data protection prior to completion of the confirmation or transfer process.



4. Procedure

- 4.1. Where students' assessed work is transferred in hardcopy to external examiners, it should be sent by secure registered mail or courier service, where arrangements are confirmed with the external examiner of their availability to receive the documentation at the point of delivery (see section 6a of the [Terms and Conditions of Data Processing by External Examiners](#) for further information).
- 4.2. Where students' assessed work is transferred to external examiners in electronic copy through College-approved platforms, secure data transfer and storage mechanisms should be used, as outlined in Section 6b of the [Terms and Conditions of Data Processing by External Examiners](#). Information on managing VLE access for external examiners is available at <https://www.tcd.ie/itservices/vle/access-enrolment/>
- 4.3. The use of platforms that are not institutionally supported for sharing student assessed work with external examiners must comply with relevant Trinity policies on data protection and security, data transfer and sharing, the EU-GDPR and any other relevant legislation.
- 4.4. Research theses are accessed by an external examiner via a link to a secure Student Thesis Folder on Sharepoint, set up by the Academic Registry. Once the student has uploaded their thesis to the Sharepoint folder, the Academic Registry contacts the External Examiner and the relevant Director of Teaching and Learning Postgraduate (DTLP) and shares a link to the Student Thesis folder. The internal examiner and the DTLP confirm with the external examiner that they can access the folder and the thesis. Further information can be found at <https://www.tcd.ie/graduatestudies/current-students/postgraduate-research-students/thesis-submission/>
- 4.5. E-mails containing information pertaining to living individuals fall under the scope of the EU-GDPR. All Users must ensure that the methods of collecting, processing and storing personal information via email comply with the Trinity policies, the



EU-GDPR and any other relevant legislation.

- 4.6. Schools are requested to provide the [Terms and Conditions of Data Processing by External Examiners](#) on the College External Examiner website (refer 5.6 below) to new and continuing External Examiners' to mitigate the potential of a breach to EU-GDPR in the performance of their external examination duties.
- 4.7. The sharing and accessing of student assessed work as part of the external examiner process must comply with College guidelines regarding the use of [Generative Artificial Intelligence \(GenAI\)](#).

5 Related documents/Resources

- 5.1 [Terms and Conditions of Data Processing by External Examiners](#)
- 5.2 [Trinity Policy on Good Research Practice](#)
- 5.3 [Trinity Data Protection Policy](#)
- 5.4 [Data Protection Training](#)
- 5.5 [Data Protection and Research Guidelines](#)
- 5.6 [Trinity Records Management Policy](#)
- 5.7 [Learning Management System \(LMS\) Policy](#)
- 5.8 [GDPR checklist](#)
- 5.9 [Data classification](#)
- 5.10 [Data Encryption](#)
- 5.11 [Access to Blackboard Ultra for external examiners](#)
- 5.12 [FAQ about staff email](#)
- 5.13 [Trinity External Examiner website](#)
- 5.14 [Thesis Submission Guidelines](#)

Further information on transfer of student assessed work to external examiners via BlackBoard Ultra is available [here](#).



Information on the use of Sharepoint for the secure transfer of student assessed work is available [here](#).

6 Responsibility

Responsibility for local implementation of this procedure rests with the Director of Teaching & Learning Undergraduate and Postgraduate or their delegate(s), (e.g. module/subject coordinator, internal examiner or programme Director) and associated administrative and professional staff responsible for the arrangement of examinations and Courts of Examiners.

Responsibility for updating this procedure rests with Academic Affairs, Trinity Teaching and Learning.

7 Document control

- 7.1 Approved by: University Council
- 7.2 Date of initial approval: 17 October 2018
- 7.2 Date revised Procedure approved: 10 December 2025
- 7.3 Date revised Procedure effective from: 5 June 2026
- 7.4 Date of next review: 2028/29