External Examiners Postgraduate

April 2022

Initiation & Set-up Phase | Examination & Payment Phase | External Examiner Annual Report Phase (Taught)

Quality Committee/Council

6. Council notes list of EEs

DGS Annual Report

Dean Graduate Studies, TTL, Quality Office

START

1. Reminder sent by DGS to Schools in January & May for nominations for EE

3. Nomination and CV reviewed and approved by DGS

EE Nomination and CV

4. DGS sends formal invitation pack to newly appointed EEs copying Course Co-ordinator & DTLPG

5. A consolidated list of EEs is prepared and submitted to Council as part of DGS Annual Report

Office of DGS updates PGT EE Database

18.DGS reviews report in centralised folder and annotates report with comments or action by School if necessary.

17.GSO saves report in centralised folder for access by School

EE Annual Report

HR

9. HR sets up newly appointed EEs on the system

1. EE payment requisition form
2. PRD10 form
3. Bank set-up form

15. HR processes & executes payment of EE fee and expenses claim

GDPR Alert

School/Course Co-ordinator

2. Course Co-ordinator submits nomination form and CV for proposed EE to DTLPG who reviews and forwards to DGS for approval

8. Course Co-ordinator returns completed forms to HR

10. Course Co-ordinator sends marking scheme, exam pack and exam papers to the EE via GDPR compliant platform

12. Course Co-ordinator considers and acts on feedback and, following the exam, the relevant scripts and exam papers are sent to the EE via GDPR complaint platform

School does not retain payment Requisition Forms

14. HoS signs off on expenses claim and authorises payment of fees and expenses

EE Annual Report and DGS comments in centralised storage

20. HoS/DTLPG tables EE report at relevant School committee

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 by Irish Public Service employees only. 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. Bank SET-UP FORM (Irish EE)
2. PRD10 form (Irish EE only)
3. EE payment requisition form
4. Annual Report Template
5. Terms & Conditions of Data Processing

7.1. EE completes payments requisition form, and if Irish resident, PRD10 form and bank set-up form, and returns to the Course Co-ordinator

7.2. Non- Irish EE apply for PPSN using Exceptional Registration Application Form https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/

1. Marking scheme
2. Exam pack
3. Exam papers

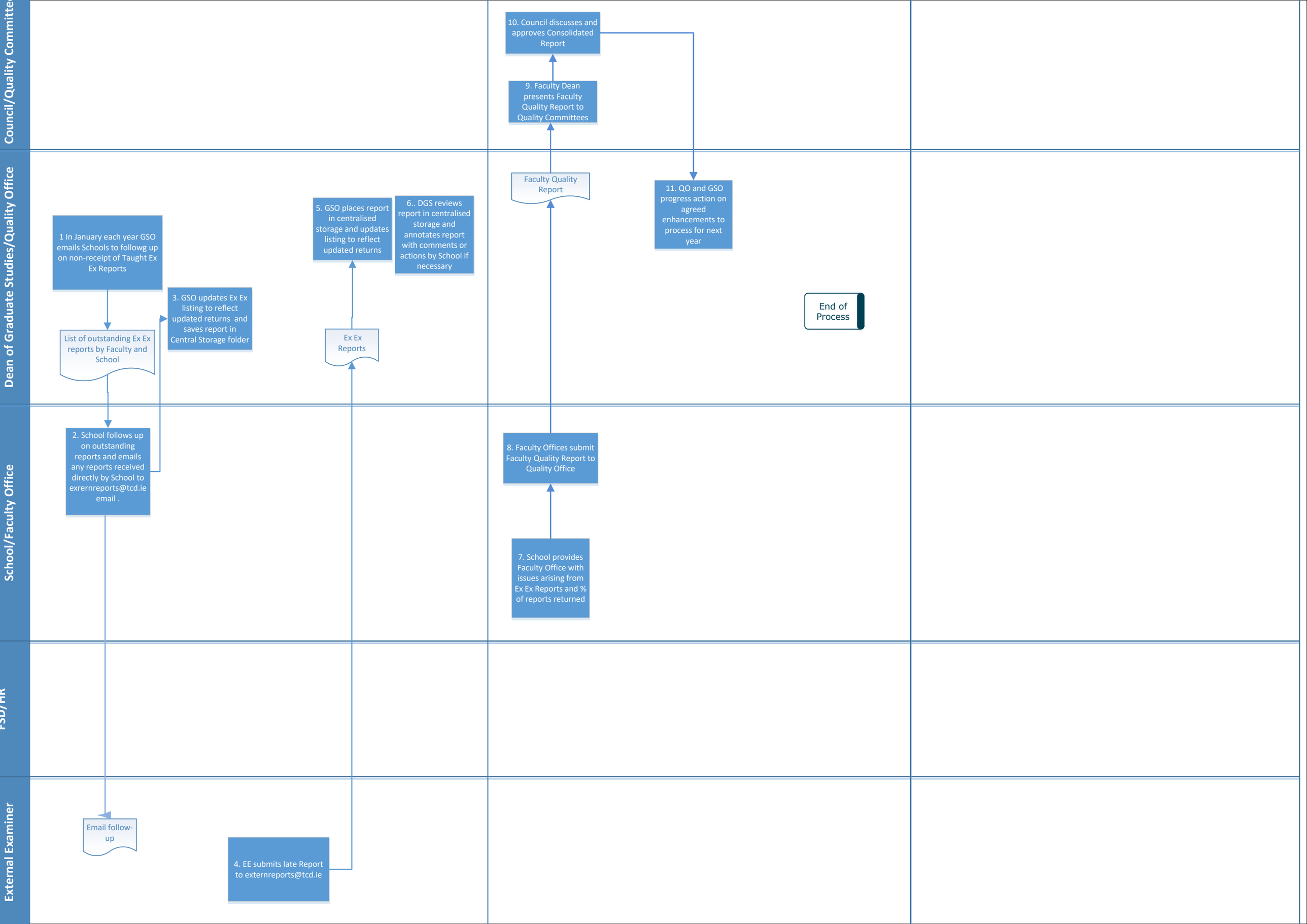
11. External Examiner reviews and gives feedback on marking scheme, exam pack and exam papers to the School

13. EE attends exam board meeting and submits expenses claim to the School

16.EE submits Annual Report to DGS via externreports@tcd.ie email

Receipt email

Written response to External Examiner


Council/Quality Committee
Dean of Graduate Studies/Quality Office
School/Faculty Office
FSD/HR
External Examiner
10. Council discusses and approves Consolidated Report
9. Faculty Dean presents Faculty Quality Report to Quality Committees
Faculty Quality Report
11. QO and GSO progress action on agreed enhancements to process for next year
5. GSO places report in centralised storage and updates listing to reflect updated returns
6.. DGS reviews report in centralised storage and annotates report with comments or actions by School if necessary
1 In January each year GSO emails Schools to followg up on non-receipt of Taught Ex Ex Reports
3. GSO updates Ex Ex listing to reflect updated returns and saves report in Central Storage folder
List of outstanding Ex Ex reports by Faculty and School
Ex Ex Reports
End of Process
2. School follows up on outstanding reports and emails any reports received directly by School to exrernreports@tcd.ie email .
8. Faculty Offices submit Faculty Quality Report to Quality Office
7. School provides Faculty Office with issues arising from Ex Ex Reports and % of reports returned
Email follow-up
4. EE submits late Report to externreports@tcd.ie