Undergraduate External Examiner Examination and Report Process Map

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Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Examination and Payment Phase (Feb to Aug Annually)

Annual Report Phase (May to Sep Annually)

Monitoring and Reporting (Sep to Jan Annually)

School

START

UG External Examiner Nomination and Approval process

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

Course pack
Exam pack
EE Online Report Form

3.0 School considers and act on comments

4.0 Post exam, School provides scripts and exam papers to EE via GDPR compliant platform — GDPR Risk

Exam scripts and Continuous Assessments

6.0 Court of Examiners is carried out and EE attends meeting virtually or in-person.

School document minutes and Exam Board recommendations

8.0 School signs off on expenses and authorises payment of fees and expenses — GDPR Risk

Payment requisition form submitted to HR

12 Notification sent to the Designated Person in the School (i.e., School Manager or School administrator/ DUTL)

12.1 EE Annual Report acknowledged by the Designated Person in the School

Microsoft Teams

Acknowledgements must be completed within 15 days of notification.

12.2 Designated person shares the EE Annual Report to Programme Staff for consideration and response to EE

12.3 The school contacts the external examiner by email to confirm receipt of the report and to note the suggestions offered

END

13.1 Designated Person in the School acknowledges Review-Further Action EE Annual Report on the system

Microsoft Teams

Acknowledgements must be completed within 15 days of notification.

13.2 Designated person shares the EE Annual Report to Programme Staff for consideration and response to EE

13.3 School responds to identified issues and submit them to QO

13.6 Schools acknowledges SL comments and take appropiate actions

13.7 The school contacts the external examiner by email to note the suggestions and actions to be addressed.

END

External Examiner

2.0 EE review papers

Are there comments to HoS/Programme Director? — YES / NO

5.0 EE reviews scripts and papers shared by the School

7.0 Following Court of Examiners attendance, EE submits expenses receipts to the School

10 EE submits Annual Report within two weeks after the CoE is completed.

Automated email sent to EE with a copy of the Annual Report once submitted

External Examiner Online Report Form

15 External Examiner completes step 10 to submit EE Annual Report

Human Resources

9.0 HR processes and executes payment of EE expenses claim and fee

Quality Office

1.0 Quality Office sends a Trinity College system access reminder to Externs

11 QO reviews EE Annual Report to acknowledge and make comments as required

Microsoft Teams

Acknowledgements must be completed within 5 days of the EE Annual Report submission date.

Are there any actions to be addressed by the School? — Satisfactory / NO / YES

Review-Further Action

13 On behalf the Senior Lecturer QO identifies any issues/queries to be addressed by the School

Have issues been addressed or responded to? — YES / NO

14 Follow up with the schools on outstanding reports

ANNUALLY IN SEPTEMBER

Senior Lecturer

13.4 QO escalates report and School's response to Senior Lecturer

13.5 Senior Lecturer notes the report and School's response and suggests actions to be taken