Undergraduate External Examiners Process Map

April 2022

	Initiation & Set-up Phase Jan-Mar annually	Examination & Payment Phase Feb-Aug annually	Annual Report Phase May-Sept annually	Quality Assurance June-Dec annually
Council/Quality Committee	5. Council notes consolidated list of UG EEs Consolidated list of EEs			
Dean of Undergraduate Studies/TTL/ Quality Office	START 1. TTL sends memo to Schools requesting nominations for new EEs. Memo requesting EE nominees and CVs using Nomination Form 4. TTL prepares consolidated list of EEs for approval by Council 3. Nomination reviewed and approved by Senior Lecturer TTL updates EE database to reflect new appointments		19.QO saves report in central storage for access by Schools /Senior Lecturer and issues receipt email to EE EE Annual Report	21. QO meets with Snr Lecturer to escalate issues arising from Ex Ex Report
School/Faculty Office	2. School notifies Senior Lecturer)/TTL of nominations for new EEs Nomination Form and CV 6. School sends formal invitation pack to newly appointed EEs 1. Bank SET-UP FORM (Irish EE only) 2. PRD10 form (Irish EE only) 3. EE payment requisition form 4. Annual Report Template 5. Terms & Conditions Data Processing 8. School returns completed forms to HR	10. School sends course pack, marking scheme, exam pack and final draft of papers to EEs 1. Course pack 2. Exam pack 12. School considers and act on comments 13.Post exam, School provides scripts & exam papers to EE via GDPR compliant platform 1. Exam scripts 2. Continuous Assessments School minutes Exam Board recommendations 16. School signs off on expenses and authorises payment of fees and expenses and submits to HR GDPR School does not retain copies of Payment Requistion Form	20..Report discussed at School/Course/ Programme Committee	22 School meets with Snr Lecturer to discuss response to Ex Ex Report
HR	Note: For payment of Irish EE Fees (not expenses) bank details must be submitted on SET-UP FORM and a PRD10 form must also be completed by Irish Public Sector 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. 9. HR sets up newly appointed EEs on the system	17. HR processes and executes payment of EE expenses claim & fee		
External Examiner	7..1 EE completes payments requisition form and if Irish resident, PRD10 form and bank set-up form, and returns to School 7.2 Non -Irish EE applies for PPSN using Exception Registration Application Form https://www.gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number/	11. EE reviews papers and returns comments to HOS 14. EE attends exam board meeting 15.. Following Exam Board visit, EE submits expenses receipts to the School	18..EE submits Annual Report via externreports@tcd.ie email within two weeks Receipt School responds to Ex Ex on recommendations	School responds to SL and Ex Ex on recommendations End of Phase

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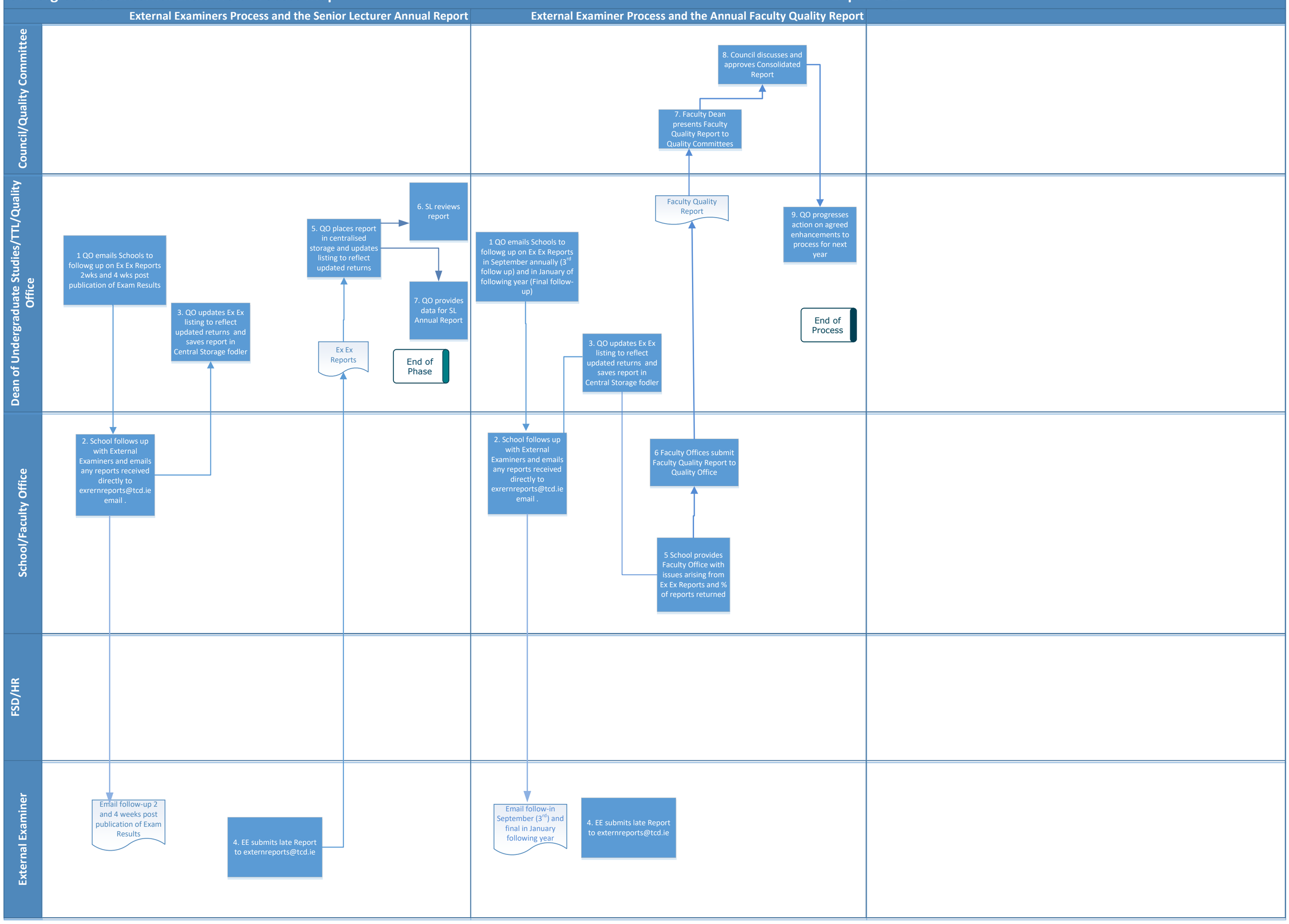
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