Undergraduate External Examiners Process Map

July 2018

	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	Calendar entry for UG EE 5. Council notes consolidated list of UG EEs and Calendar entry is prepared 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		19.QO saves report in central storage for access by Schools /Senior Lecturer and issues receipt email to EE EE Annual Report 20. Senior Lecturer reviews report	22. 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 8. School returns completed forms to HR (for Irish EEs) or FSD (for non-Irish EEs) 1. Bank SET-UP FORM (Irish EE only) 2. PRD10 form (Irish EE only) 3. EE payment requisition form 4. annual Report Template	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 GDPR 1. Exam scripts 2. CA asignments School minutes Exam Board recommendations 16. School signs off on expenses and authorises payment of fees and expenses	21..Report discussed at School/Course/ Programme Committee	23 School meets with Snr Lecturer to discuss response to Ex Ex Report
FSD/HR	Note: For payment of Irish EE Fees (not expenses) bank details must be submitted on SET-UP FORM &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. 9. HR or FSD sets up newly appointed EEs on the system	17. HR or FSD processes and executes payment of EE expenses claim & fee		
External Examiner	7. EE completes payments requisition form and if Irish resident, PRD10 form and bank set-up form, and returns to School	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 Receipt	School responds to Ex Ex on recommendations School responds to Ex Ex on recommendations End of Phase

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	External Examiners Process and the Senior Lecturer Annual Report	External Examiner Process and the Annual Faculty Quality Report	
Council/Quality Committee		4. Council discusses and approves Consolidated Report 3. Faculty Dean presents Faculty Quality Report to Quality Committees	
Dean of Undergraduate Studies/TTL/Quality Office	1 QO emails Schools to followg up on non-receipt of Ex Ex Reports List of outstanding Ex Ex reports by Faculty and School 3. QO updates Ex Ex listing to reflect updated returns and saves report in Central Storage fodler Ex Ex Reports 7. QO places report in centralised storage and updates listing to reflect updated returns 8. SL reviews report 9. QO provides data for SL Annual Report End of Phase	Faculty Quality Report 5. QO progresses action on agreed enhancements to process for next year End of Process	
School/Faculty Office	2. School follows up on outstanding reports and emails any reports received directly to exrernreports@tcd.ie email .	2. Faculty Offices submit Faculty Quality Report to Quality Office 1. School provides Faculty Office with issues arising from Ex Ex Reports and % of reports returned	
FSD/HR			
External Examiner	Email follow-up 4. EE submits late Report to externreports@tcd.ie		