



EXTERNAL EXAMINER SUPPORT

MIKE FIRTH
EXTERNAL EXAMINER OFFICER

DOCUMENTATION START OF THE ACADEMIC YEAR



Module allocation - sent via email from the Quality Management Department







Access to course documentation via Solent Online Learning (SOL) - log in details sent from the Student Registry team:

- Assessment Briefs
- Module Descriptors
- Course Specifications

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DOCUMENTATION DURING THE ACADEMIC YEAR

-  Outcomes of Course Review
-  Course/Module Modification proposals (if applicable)
-  Course revalidation outcomes (if applicable)
-  Assessments for moderation

ANNUAL REPORTS

MODULE EXTERNAL EXAMINERS



Module External Examiners will be emailed towards the end of the academic year with details on how to access their personalised annual report template



Module External Examiners should submit within 4 weeks of completing all moderation activities for the year

Areas of the annual report:

- Standards
- Support for External Examiners
- Assessment
- Student Performance
- Good Practice and Enhancement

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REPORTS

AWARD EXTERNAL EXAMINERS



Award External Examiners will be emailed the report template following each attendance at a Progression and Award Board.







The completed report should be submitted within 4 weeks of attending a board

Areas of the report:

- Support for External Examiners
- Conduct of the Progression and Award Board
- Student Progression and Awards
- Good Practice and Enhancement




EXTERNAL EXAMINER MENTORING PROGRAMME

-  External Examiners with no previous external examining experience will be assigned a mentor during the first year of their tenure.
-  The mentor will be an existing Solent University external examiner or, if an external examiner is not available, a member of Solent University staff.
-  A mentoring plan will be agreed between the Quality Management department, the mentor and the external examiner.
-  Please refer to the mentoring guidance contained within your packs for further information.

EXTERNAL EXAMINER PAYMENT

- £ All External Examiners receive a set annual fee of £500.
- ⊕ External Examiners who act as mentors will be paid an additional £100 fee per mentorship.
- ↓ The fees will be paid upon submission of the annual report (MEE) or the final report for the year (AEE).
- 🚗 Expenses will be reimbursed for visits to moderate work and for any necessary interim visits to the University.


WHO TO CONTACT

 If you have any queries relating to modules/courses you should contact the relevant Head of Subject or Course team

 For queries relating to assessments, access to SOL and Turnitin contact the Student Registry team on:

Email: student.registry@solent.ac.uk

Telephone: 02382 015023

 For all other general queries, such as payment, module allocations and annual reports contact:


Mike Firth - External Examiner Officer

Email: QA@solent.ac.uk

Telephone: 02382 016351

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EXTERNAL EXAMINER WEBPAGES

 Further details and support on external examining at Solent can be found on our website here:

www.solent.ac.uk/externalexaminers



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Solent University External Examiners' Briefing Day 2019



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