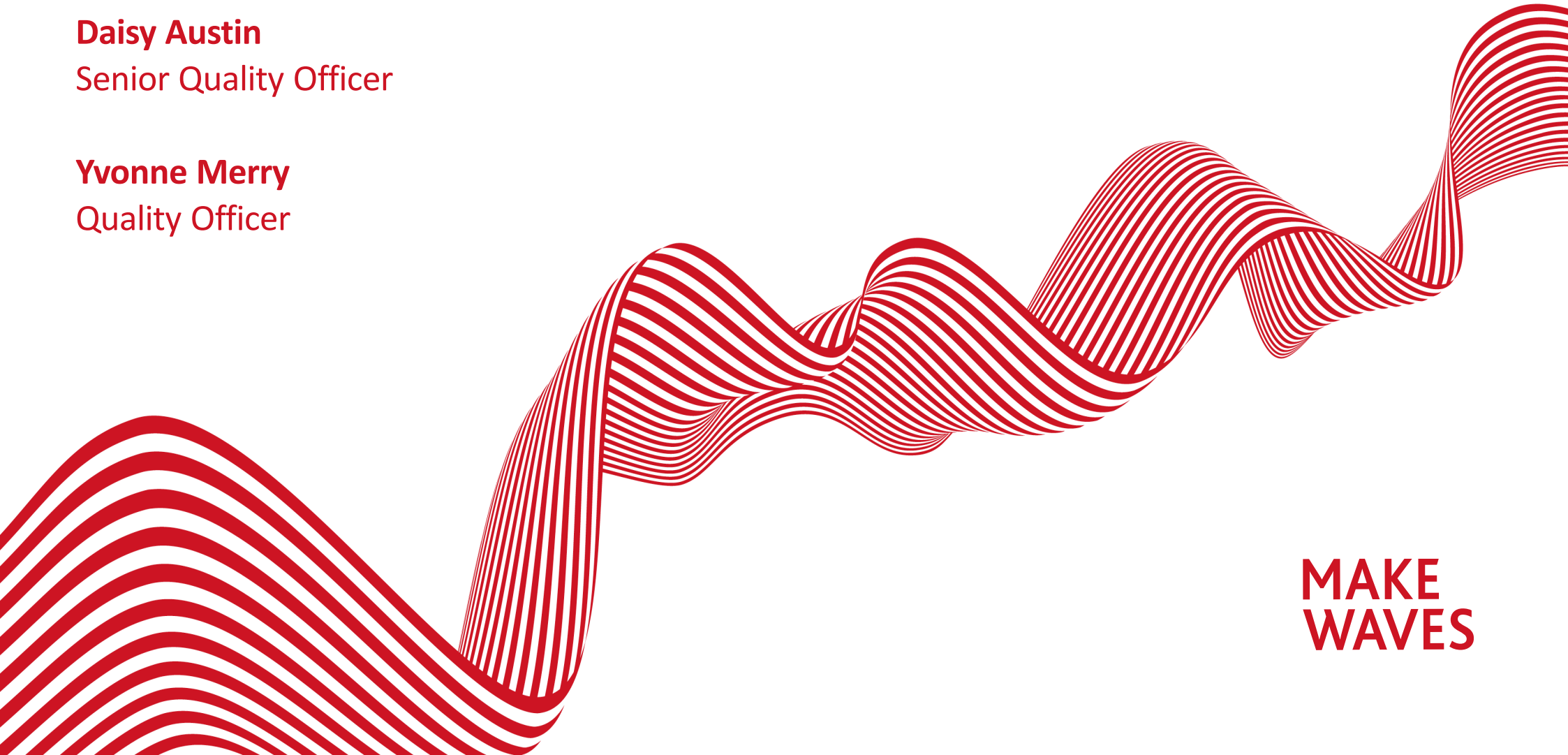


# External Examiner Support



**Daisy Austin**  
Senior Quality Officer

**Yvonne Merry**  
Quality Officer



**MAKE  
WAVES**

# Documentation Start of the Academic Year

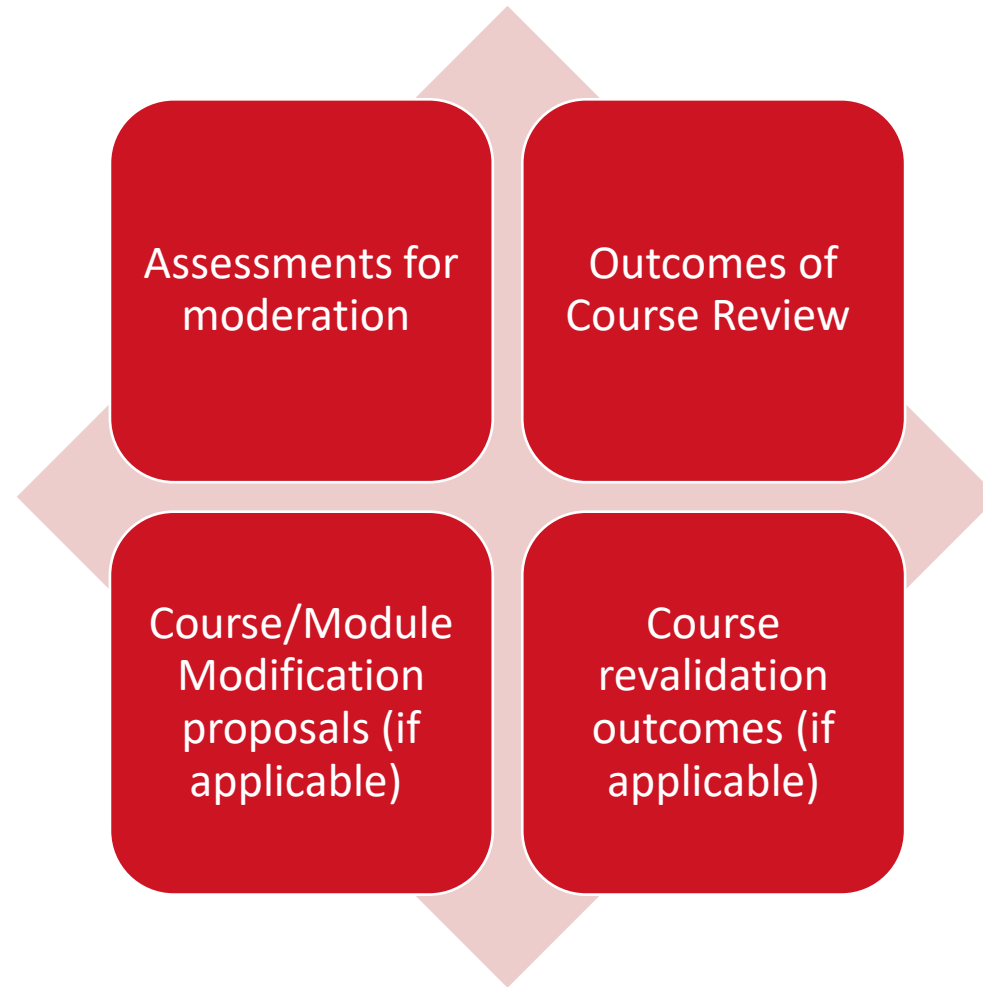
 Module allocation – sent via email from the Quality Management team

 Access to course documentation via Solent Online Learning (SOL) – log in details sent from Quality Management team:

SOL holds the:

- Assessment Briefs
- Module Descriptors
- Course Specifications

# Documentation During The Academic Year



# Annual Reports

## Module External Examiners

**Module External Examiners will be emailed towards the end of the academic year with the annual report template**

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

Standards

Support for External Examiners

Assessment

Student Performance

Good Practice and Enhancement

# Reports

## Award External Examiners

**Award External Examiners will be emailed after each board they attend with the report template**

**Award External Examiners should submit within 4 weeks of attendance at the Progression and Award Board**


Support for External Examiners

Progression and Award Boards


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.

 We would encourage all External Examiners, but especially those who are new to their role, to participate in the Advance HE training programme

# 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 any agreed visits to moderate work and for any necessary interim visits to the University in line with the expenses regulations for external examiners. In most cases this will be one visit per year.

# Who to Contact

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

**Further details and support on external examining at Solent can be found on our website here:**  
[www.solent.ac.uk/externalexaminers](http://www.solent.ac.uk/externalexaminers)

For queries relating to exam boards, contact the Student Registry team on:



- Email: [student.registry@solent.ac.uk](mailto:student.registry@solent.ac.uk)



- Telephone: 02382 015023

For all other general queries, such as payment, module allocations and annual reports, or if you have a problem with your login contact:

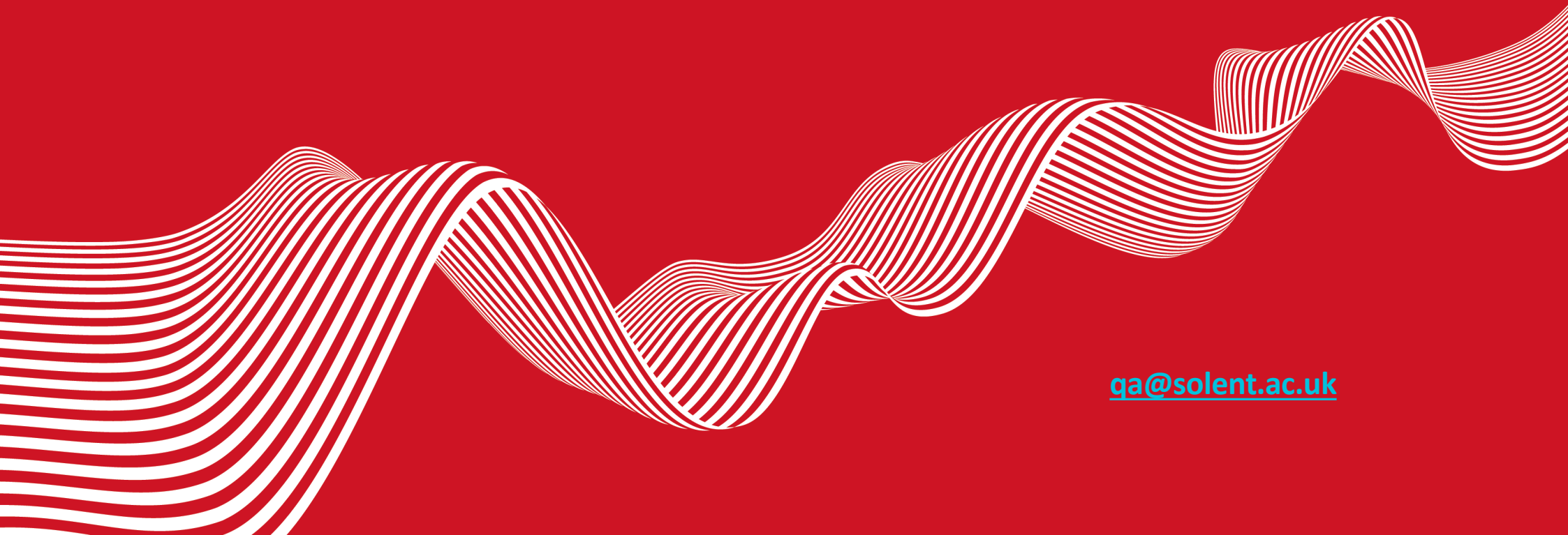
Quality Management



Email: [QA@solent.ac.uk](mailto:QA@solent.ac.uk)



# External Examiner Support



[qa@solent.ac.uk](mailto:qa@solent.ac.uk)