**SUPPORT ARRANGEMENTS FOR MODULE EXTERNAL EXAMINER REQUIRING MENTORING: END OF YEAR MONITORING REPORT**

**TO BE COMPLETED BY THE ACADEMIC OFFICE AND SENT TO THE INSTITUTE**

**1. EXAMINER DETAILS**

|  |  |
| --- | --- |
| Name of Module External Examiner: |  |
| Programme examined: |  |
| Modules within programme examined:*(if applicable)* |  |
| Institute/Academic Discipline/Centre: |  |
| Level: *(please tick)* | Undergraduate |  | Postgraduate |  |

**2. PROPOSED SUPPORT ARRANGEMENTS FOR FIRST YEAR OF TENURE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Support arrangements noted on Appendix GA2a? | Yes |  | No |  |
| Proposed support arrangements (*as detailed on Appendix GA2a*): |  |
| Appointment approved by the Academic Standards Committee (ASC) subject to support being provided? | Yes |  | No |  |
| Support arrangements required by ASC(*if additional to those detailed on Appendix GA2a*): |  |

**TO BE COMPLETED BY THE ACADEMIC DIRECTOR**

**3. DETAILS OF SUPPORT PROVIDED DURING FIRST YEAR OF TENURE**

|  |
| --- |
| *Briefly describe actual support provided noting how this relates to the proposed arrangements noted on the Appendix GA2a or requested by ASC:* |
| Support arrangements to continue during the second year of tenure?***Important:*** *formal support arrangements are only required if there have been issues during the first year which indicate that ongoing support would be beneficial e.g. ongoing issues with the EE’s understanding of regulations or processes.* | Yes |  | No |  |
| Details of continuing support arrangements (*if different to those noted in Section 2 above*) |  |
| Please detail any unusual issues that may be useful for ASC to note e.g. the external’s start date was brought forward, or delayed |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: | **……………………………………** |  (Academic Director) | Date:  | …………………………… |

**4. CONTINUING SUPPORT ARRANGEMENTS (only to be completed for those having received formal support during the second year of their tenure)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Support arrangements for second year completed? | Yes |  | No |  |
| Support arrangements to continue into third year of tenure? | Yes |  | No |  |
| If Yes, please provide an explanation for the requirement of ongoing support |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: | **……………………………………** |  (Academic Director) | Date:  | …………………………… |
|  |  |  |  |  |

**NOTES AND GUIDANCE**

Where an individual does not meet all the criteria for appointment and/or has limited or no previous experience of external examining, arrangements must be made to provide support to the individual.

An end of year report should be completed for each external examiner where support arrangements were noted on the Appendix GA2a and where ASC approved the nomination subject to appropriate support arrangements being put in place.

The following guidance on possible support arrangements is not intended as exhaustive and the Academic Discipline/Centre should determine the appropriate support arrangements to be provided to an individual module external examiner based on the particular circumstances of that external examiner.

Possible support arrangements:

* a member of staff from within the Academic Discipline/Centre to act as a named contact point/advisor to the individual (with a focus on either administrative or academic matters);
* a member of staff from within the Academic Discipline/Centre who is not directly involved with the programme to be examined to act as a mentor to the individual (with a focus on academic matters);
* an experienced module external examiner from another programme to act as a mentor to the individual (with a focus on academic matters);
* the individual may be part of a team of module external examiners (such that all the criteria are met across the team).

Where a member of staff or other module external examiner is to act as an advisor or mentor, written agreement must be obtained first and the advisor or mentor must be briefed on the expectations of this role.

It should be noted that in some cases, while it will be appropriate to make support available for a module external examiner, in practice that external examiner may not actually require the support. At the end of the year, the Academic Director/Head of Centre should indicate whether or not the individual will need to continue to be supported through the second year; ongoing formal support should be regarded as exceptional, only to be used where there have been significant issues during the first year.

Possible methods for providing support:

* Central induction/webinar provided by Academic Office (compulsory);
* Teams meetings with Academic Directors/Programme Managers and wider academic team;
* Pre-meetings before examining boards;
* Pre-assessment material meetings e.g. for guidance on marking/moderation/feedback;
* Guidance from Partnership Team Leader for Partner external examiners;
* Intensive orientation/induction activities;
* Responding to queries and providing guidance on academic and assessment processes;
* Briefings updates;
* Support by Institute Assessment and Quality Teams and Assistant Deans where necessary;
* Campus visits, where appropriate;
* Providing a named contact for queries.

The completed form should be returned to the Academic Office (email: aoexternals@uwtsd.ac.uk) as soon as possible after the summer examining boards and will be considered by the Academic Office at the end of the academic year.