Undergraduate External Examiner Examination and Report Process Map

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Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Examination and Payment Phase (Feb to Aug Annually)

Annual Report Phase (May to Sep Annually)

Monitoring and Reporting (Sep to Jan Annually)

School / Faculty Office

For previous process refer to: EE Nomination Process Map

START

1 School sends course pack, marking scheme, exam pack and final draft of papers to EEs

Course pack
Exam pack
EE Online Report Form

3 School considers and act on comments

4 Post exam, School provides scripts and exam papers to EE via GDPR compliant platform

Exam scripts and Continuous Assessments — GDPR Risk

6 Court of Examiners is carried out and EE attends meeting virtually or in-person.

School document minutes and Exam Board recommendations

8 School signs off on expenses and authorises payment of fees and expenses

Payment requisition form submitted to HR — GDPR Risk

External Examiner

2 EE review papers

Are there comments to HoS/Programme Director? — YES / NO

5 EE reviews scripts and papers shared by the School

7 Following Court of Examiners attendance, EE submits expenses receipts to the School

Human Resources

9 HR processes and executes payment of EE expenses claim and fee

END

Quality Office

At the end of Statutory term, EE receives an automated email requesting they submit the Annual Report within two weeks

SYSTEM INPUT

10 EE submits Annual Report within two weeks

External Examiner Online Report Form

Automated email sent to EE with a copy of the Annual Report submitted

QO Teams Notification

11 QO reviews EE Annual Report and make comments as required

Warning: Reviews have a period of 5 days to be done, from the date the EE Annual Report was submitted in the System.

Are there any issues identified? — NO / YES

12 QO acknowledges EE Annual Report with no further actions

Is the EE required to re-submit the Annual Report? — YES / NO

12.1 QO requests EE re-submit Annual Report

12.2 On behalf the Senior Lecturer QO identifies any issues/queries to be addressed by the School

Have issues been addressed or responded to? — NO / YES

14 QO escalates report and School's response to Senior Lecturer

END

Senior Lecturer

School Teams Notification

SYSTEM OUTPUT

13 Schools acknowledges EE Annual Report Approval by QO

Email notification sent to School and Quality Office

Warning: Acknowledges have a period of 15 days to be done, from the date the notification is sent.

SYSTEM OUTPUT

13.1 EE receives email requesting they re-submit Annual Report

13.2 School responds to identified issues and submit response to QO for the attention of the SL

15 Senior Lecturer notes the report and School's response and suggests actions to be taken

END

16 Schools acknowledges SL comments and take appropiate actions

Monitoring and Reporting (Sep to Jan Annually)

18 EE does step 10 and stepts 11 to 16 are triggered

17 System email to the External Examiner to follow up on outstanding reports

ANNUALLY IN SEPTEMBER