# Checklist – Information to be provided to the External Examiner on Appointment by the School

Contact your examiner to schedule your school-based induction [ ]

Notify your examiner of their mentor (if this is applicable) and make the necessary introductions [ ]

A schedule for receipt of relevant documentation (following discussion [ ]

with the external examiner).

The dates of assessment board meetings (will be provided

by the Assessment Unit) however are there any other dates where [ ]

the external examiner will be required to be at UEL?

Module specifications and module guides [ ]

Course handbooks (where relevant). [ ]

School procedures and assessment policies. [ ]

Relevant forms pertinent to the School (where relevant). [ ]

If the external examiner has been appointed after the academic session

has commenced, pleasure ensure that the new examiner is made aware

that the outgoing external examiner has seen the draft assessments and approved them. [ ]