



PROGRAMME
External Examiners' Induction Day - 17 March 2017
University Square Stratford Campus (Room US.2.31)

PART ONE

10.00	Registration & Coffee (Home Office document check for examiners, if applicable)	
10.30	Welcome to UEL: purpose of the day. Information about UEL, its vision, student profile and quality principles	Prof Nora Colton <i>Deputy Vice-Chancellor, Academic</i>
10.40	UEL Guidelines for Externals	Philip Brimson <i>QA Manager (Validation & Review)</i>
11.10	Academic Regulations	Ian Porton <i>Deputy Academic Registrar</i>
12.00	Question and Answer Session	Ian Porton
12.10	Online Submission briefing	Ben James <i>Learning Technology Advisor</i>
12.30	Lunch for Attendees along with School Representatives <i>Lunch will be in room US.2.41</i>	

PART TWO

13.15	Meeting with School staff to discuss modules, assessments for the coming year, and to provide the relevant documentation. Suggested list of the areas to be covered within the afternoon session: <ul style="list-style-type: none">• the methods of assessment and marking scheme for each module• programme handbooks• module specifications and module guides• school procedures and assessment policies• marking criteria• meet staff• establish a schedule for receipt of relevant documentation	School Staff <i>(If required, Rooms US.2.41 and US.2.31 have been booked for the afternoon so that School staff can meet with their External Examiners.)</i>
15.00	Finish	

