

UNIVERSITY OF SUSSEX

The External Examiner Induction session will be held on

Friday 21st February 2025 from 10:00am to 11:30am via Teams

Attendees:

Graeme Pedlingham - Deputy Pro Vice Chancellor (Student Experience)

Oliver Craig – Head of Academic Quality and Partnerships

Anna McCall – Academic Regulations Manager

Safak Karakulak – AQP Assistant

10:00 Introductions

10:05 Welcome and overview of the University of Sussex, by Professor Kate O’Riordan

10:25 Examination and assessment at the University of Sussex

- Role of External Examiner and Mentor (Paper 1)
- Quality assurance of the assessment procedure (assessment setting, marking and moderation) (Paper 2)

10.50 -11.00 Break

- Summary of the examination and assessment regulations (Paper 3)
- Quality assurance of the assessment procedure (Module Assessment Boards, Progression and Award Boards) (Paper 3)
- Example of Exam Board papers and application of the regulations
- Annual Report & fee claim

11:10 Consideration of institutional themes (Paper 4)

11:15 Question and answer session

11:30 End of session