



UCD Registry
Clárann UCD

Guidelines For Subject Extern Examiners



Subject Extern Examiners play a vital role in the enhancement of teaching, learning, assessment and quality assurance in the University. These guidelines for Subject Extern Examiners supplement the [UCD Subject Extern Examination Policy](#) and include UCD Assessment Unit contact details, information on how to access the [UCD online Extern Examiner system](#) and links to the [UCD Assessment website](#)

UCD Academic and Programme Structure

UCD is organised into 37 Schools that are situated in six Colleges. The University provides modular programmes. Responsibility for the design, delivery, assessment and quality of modules lies with the School that offers those modules.

Programmes are constructed from modules provided by different Schools. A Programme Board is responsible for the design, delivery and quality assurance of the programmes which it governs, oversight of assessment and progression within each programme, and the academic welfare of the students registered to each programme. UCD programmes are governed by [UCD Academic Regulations](#).

The quality of modules, assessment practices and grade outcomes are assured by Schools, Heads of Schools, Heads of Subjects and Module Coordinators in conjunction with each Subject Extern Examiner. Deans of Programmes, Programme Boards and the Registrar undertake a separate assessment oversight role at a later stage in the grade approvals process after the initial school review has taken place. The Academic Council Committee on Examinations (ACCE) acts as the central oversight body for assessment and grading practices in the University.

UCD Subject Extern Examination Policy

Details on your roles and responsibilities as an Extern Examiner are contained in the [UCD Subject Extern Examination Policy](#).

The Policy document is to be read in conjunction with the [University Academic Regulations](#) available on the [University Governance website](#).

Your key contact in the School will brief you further on the timeline and specific tasks. The School will provide you with full information on the subjects(s) and associated modules under examination, including any relevant materials such as Module Descriptors and the Programme Outcomes of Programmes in which subjects or modules are involved.

GDPR AND DATA STORAGE

Student assessed work (exam scripts, coursework and research theses) is regarded as 'personal data' under the European General Data Protection Regulation (GDPR). In order to conduct their role and responsibilities, Extern Examiners will receive access to students' assessed work. Extern Examiners are expected to respect the confidentiality of the materials they receive. UCD data should only be used for the purpose of assisting an Extern Examiner in fulfilling their role and responsibilities as outlined in UCD's Policy on Subject Extern Examiners.

Any personal data must be held securely and, while the files are in their possession, it is the Extern Examiner's responsibility to take appropriate measures to protect them. When dealing with electronic files, the Extern Examiner should ensure they are secure e.g. by using file encryption on the computer where files are stored and protect their computer using strong passwords. Confidential files should always be encrypted before sharing or sending them, your UCD School contact will be able to provide you with further guidance on the best mechanism to securely share electronic files. Hard copy files should be stored securely while in the Extern Examiner's possession.

All student work (electronic/hard copy) should only be stored for the period it is required, and permanently deleted upon completion of the Extern review process; or returned to the School for safe disposal (hard copy only).

Extern Examiners should be aware that any comments/marks/opinions expressed about individual students during any stage of the review process may be disclosed to the student upon receipt of a Subject Access Request.

UCD Online system

Detailed instructions are available [here](#) to help you with the setup of your UCD Connect Account. You will need to set up your UCD Connect Account in order to gain access to the following UCD systems:

- School Grading Summary Reports in InfoHub (UCD's Reporting System) - this will provide access to view grading summaries and distributions relating to individual modules and as well as subjects.
- Module access in Brightspace (UCD's Virtual Learning Environment) - this will provide access to view modules' curriculum, assessment and feedback.
- Use your UCD Connect Username to log in to InfoHub and Brightspace through the 'Log in with UCD Connect' button.

Extern Examiners

You must login with an Existing Account to access this page.

If you have a UCD Connect Account

All users with a UCD Connect account must use Single Sign On by selecting the "Log in with UCD Connect" button.

[Log in with UCD Connect](#)

[Forgot UCD Connect Password](#)

Don't have a UCD Connect Account?

ID, email or Connect ID

Password

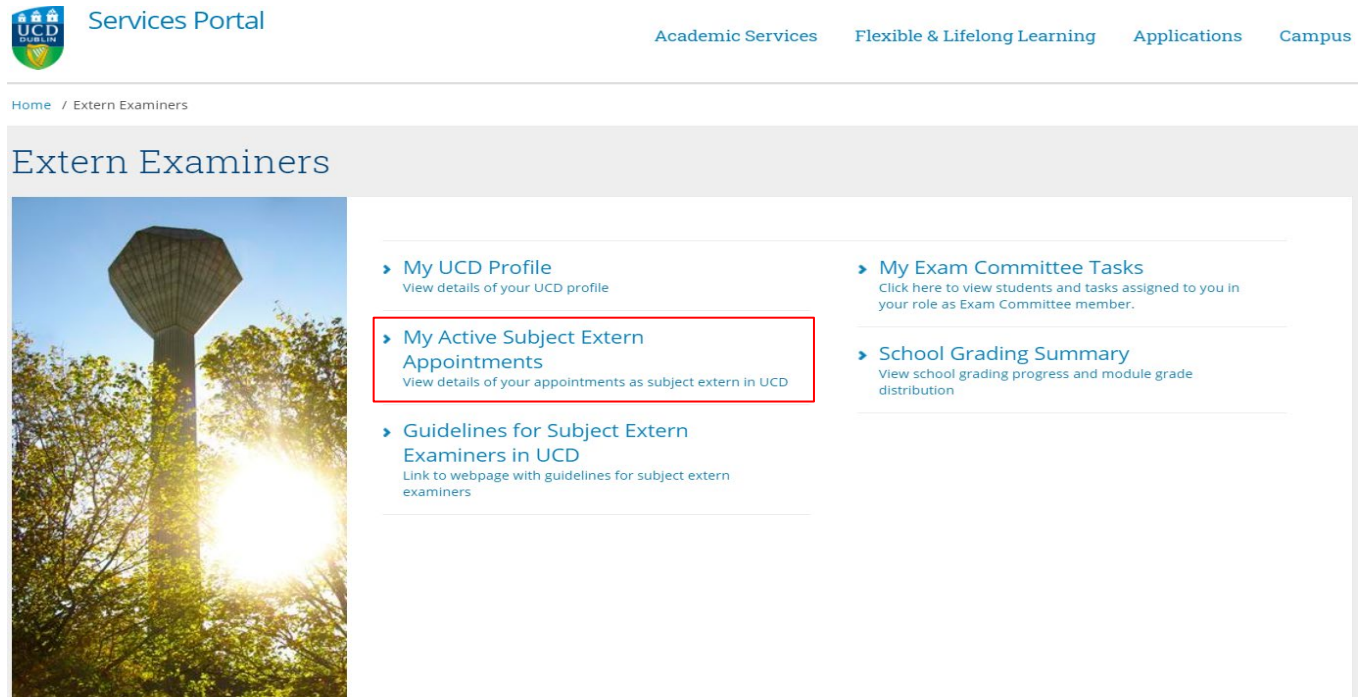
[Log in](#)

[Forgot Password](#)

Annual Report

The University is responsible for the academic standards of awards made in its name, and for ensuring that the quality of learning experiences is adequate and appropriate to enable students to achieve these standards. All Subject Extern Examiners are required to submit an annual report drawing attention in particular to good practice, areas requiring attention and opportunities to make enhancements. We ask that the report is completed with a minimum of 500 words, with all sections completed as fully as possible and that no individual is identified (either student or staff). Any specific concerns should be raised with the Head of School.

Annual reports should be submitted using the [University's online submission system](#).



The screenshot shows the UCD Services Portal interface. At the top left is the UCD logo and the text "Services Portal". To the right are navigation links: "Academic Services", "Flexible & Lifelong Learning", "Applications", and "Campus". Below this is a breadcrumb trail: "Home / Extern Examiners". The main heading is "Extern Examiners". On the left is a vertical image of a tall, thin tower with a large, circular, fan-like top, set against a blue sky with green trees in the foreground. To the right of the image is a list of links:

- ▶ **My UCD Profile**
View details of your UCD profile
- ▶ **My Active Subject Extern Appointments**
View details of your appointments as subject extern in UCD
- ▶ **Guidelines for Subject Extern Examiners in UCD**
Link to webpage with guidelines for subject extern examiners
- ▶ **My Exam Committee Tasks**
Click here to view students and tasks assigned to you in your role as Exam Committee member.
- ▶ **School Grading Summary**
View school grading progress and module grade distribution

Annual Report

Click on '**My Active Subject Extern Appointments**' which will take you to this screen:

My Active Subject Extern Appointments

Click on the links below to access and submit your report details

My Active Subject Extern Appointments

Appointment Details	Programme/ Subject Area	School	Report Year	Required Date	
Appointment commenced: 2015 Duration: 3 years Subject Area: Radiography Level: Undergraduate	Undergraduate - BSc Radiography	Medicine	2015/2016	30 Sep 2016	View Report
Appointment commenced: 2015 Duration: 3 years Subject Area: Radiography Level: Undergraduate	Undergraduate - BSc Radiography	Medicine	2015/2016	30 Sep 2016	View Report
Appointment commenced: 2015 Duration: 3 years Subject Area: Radiography Level: Undergraduate	Undergraduate - BSc Radiography	Medicine	2016/2017	30 Sep 2017	View Report
Appointment commenced: 2015 Duration: 3 years Subject Area: Radiography Level: Undergraduate	Undergraduate - BSc Radiography	Medicine	2017/2018	30 Sep 2018	Submit Report

Annual Report

Click on the individual buttons to complete the different sections of the report. Once you have completed all questions, click on **'View Full Report & Submit'**, to display the full report from which you can submit.

UCD Extern Examiner Report

Appointment Details

Extern Examiner	Appointment Details	Programme/Subject Area	School	Report Year	Required Date	Status
	Appointment commenced: 2014 Duration: 3 years Subject Area: Radiography Level: Graduate Taught	Graduate Certificate in Obstetric Ultrasound	Medicine	2016/2017	30 Sep 2017	Pending

Click on the buttons below to view and update each of the report sections . Please support your responses with comments and ensure you have completed each section, before submitting your report.

Report Sections	# Questions	# Answers	
Section 1: General	5	0	Complete Section 1
Section 2: Programme/Subject Content & Objectives	4	0	Complete Section 2
Section 3: Assessment Strategies & Process	10	0	Complete Section 3
Section 4: Feedback from Students	4	0	Complete Section 4
Section 5: General Recommendations	1	0	Complete Section 5
Section 6: Final Report	1	0	Complete Section 6

If you need to upload a supporting document click [here](#).

[View Full Report & Submit](#)

Completing the Extern Examiner annual report

On receipt of your annual report the University will send you an acknowledgement email. The content of your report will be reviewed by the School and by the Registrar of the University and feeds into future planning, quality reviews and curriculum planning.

Should you have any queries about your appointment please contact:
externexaminer@ucd.ie

Further information and FAQs can be found at [UCD ASSESSMENT WEBSITE](#)

Further information

<u>Education Strategy</u>
<u>Student Charter</u>
<u>Examination Regulations</u>
<u>Student Code</u>
<u>Teaching and Learning</u>
<u>Colleges and Schools</u>



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