



UCD Registry
Clárann UCD

Guidelines For UCD Staff:

How Heads of Schools respond to Subject Extern Examiner Reports



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](#)

The UCD InfoHub Extern Examiner System

All Subject Extern Examiner nominations are submitted for approval by the Academic Council Committee on Examinations (ACCE) using the InfoHub Extern Examiner system. The process is explained in a separate [How-to Nominate Subject Extern Examiners Guide for UCD Staff](#).

Nominations for new Extern Examiners should be submitted for approval by **1st of March** of the year of their appointment.

Guidelines for Subject Extern Examiners are also available on the [UCD Assessment website](#).

UCD Subject Extern Examination Policy

Details on the roles and responsibilities of the Subject Extern Examiner, School, Head of School and Head of Subject are contained in the [UCD Subject Extern Examination Policy](#)

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

Responding to Subject Extern Examiner Reports

The Head of School can respond to the Subject Extern Examiner reports for the school, in advance of the Registrar's review of the reports. Alternatively, the Head of School can nominate a Head of Subject to review and respond to the Subject Extern Examiner reports for the school. Each Head of Subject with the Head of School approval can request access through the [Extern Examiner system access form](#).

School responses to Subject Extern Examiner reports are due by **1 November**. For 18-month programmes, the deadline is **1 May**. The content of each report is also reviewed by the Registrar of the University who will be in contact with the Schools to discuss any issues arising.

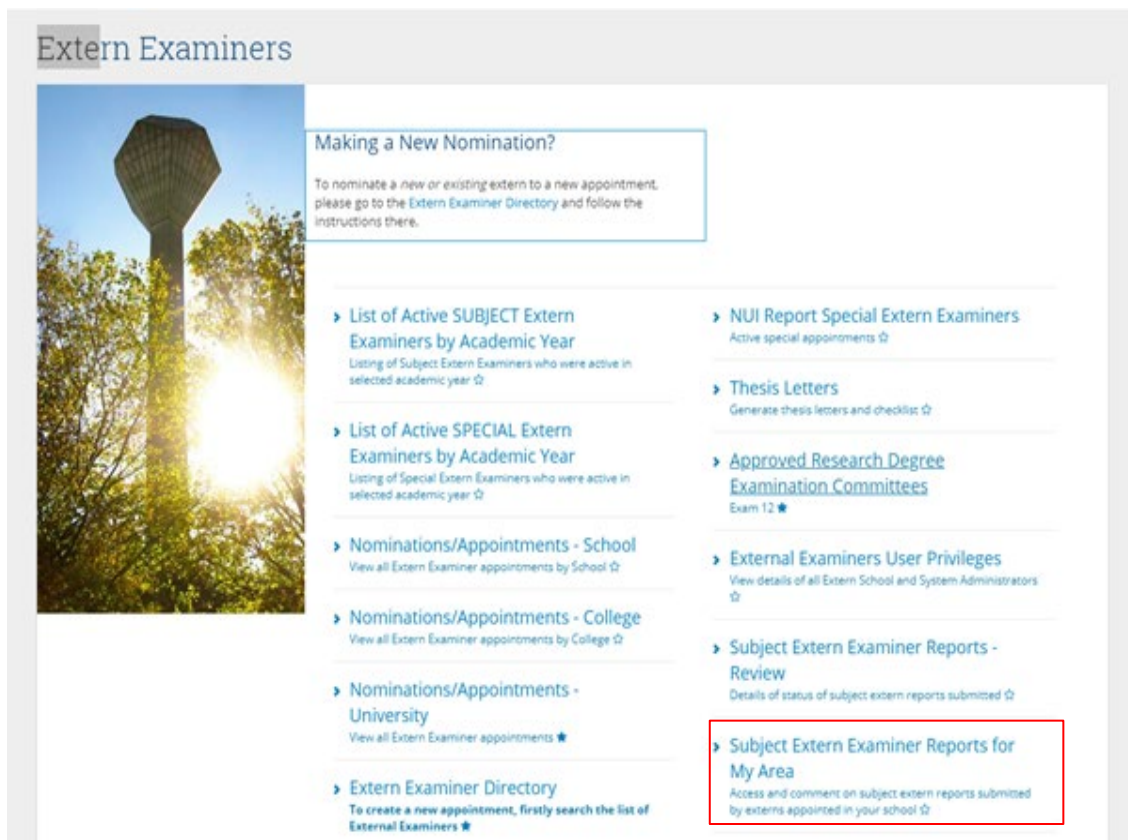
1: Accessing the UCD InfoHub Extern Examiner system

- Log into UCD Connect from the [UCD homepage](#)
- Log into InfoHub and click on the **'Students'** tab
- Click on **'Assessment and Grading'**
- Click on **'Extern Examiners'**

The screenshot shows the UCD InfoHub interface. At the top left is the UCD logo and the text 'UCD InfoHub My services & information portal'. A navigation bar contains links for 'Students', 'Research', 'Human Resources', 'Finance', 'Campus', and 'Systems'. Below this is a breadcrumb trail: 'Home / Students / Assessment & Grading'. The main content area is titled 'Assessment & Grading' and features a large image of a water tower on the left. To the right of the image is a grid of 16 links, each with a right-pointing chevron and a small external link icon. The link 'Extern Examiners' is highlighted with a red rectangular box. The other links include: Gradebook, Supplemental Grading Services for Module Coordinators, School Grading Summary, Exam Results Release Dates, Exam Seat Number Management, Past Examination Question Papers, Summary of Modules with No EP Attribute, Graded CRN's with no Academic History, Student Stage and Degree GPA Records, Summary of CRN's with no GRD Attribute, Manage Component Grades - Assessment View, Exam Timetables, and Exceptions Reporting.

2: Review the reports and submit responses for your School

Click on '**Subject Extern Examiner Reports for my Area**'



Extern Examiners

Making a New Nomination?
To nominate a new or existing extern to a new appointment, please go to the Extern Examiner Directory and follow the instructions there.

- › **List of Active SUBJECT Extern Examiners by Academic Year**
Listing of Subject Extern Examiners who were active in selected academic year ☺
- › **List of Active SPECIAL Extern Examiners by Academic Year**
Listing of Special Extern Examiners who were active in selected academic year ☺
- › **Nominations/Appointments - School**
View all Extern Examiner appointments by School ☺
- › **Nominations/Appointments - College**
View all Extern Examiner appointments by College ☺
- › **Nominations/Appointments - University**
View all Extern Examiner appointments ★
- › **Extern Examiner Directory**
To create a new appointment, firstly search the list of External Examiners ★
- › **NUI Report Special Extern Examiners**
Active special appointments ☺
- › **Thesis Letters**
Generate thesis letters and checklist ☺
- › **Approved Research Degree Examination Committees**
Exam 12 ★
- › **External Examiners User Privileges**
View details of all Extern School and System Administrators ☺
- › **Subject Extern Examiner Reports - Review**
Details of status of subject extern reports submitted ☺
- › **Subject Extern Examiner Reports for My Area**
Access and comment on subject extern reports submitted by externs appointed in your school ☺

Click on 'Select Academic year' and 'Subject Area or School'

Subject Extern Examiner Reports for My Area

Select Academic Year: Academic Year 2017/2018

Select Subject Area or School: Art History

This report details Subject Extern Examiner Reports for My Area. Once a report has been submitted, you will be able to view the report or Nominee by clicking on the links below and entering the School's or Nominee's response.

Reports for My Review

Required Date	Report Date
There are no subject extern examiner reports for this area.	
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Full Listing of Reports

Click on the link below to view the report for the Subject Extern Examiner

Extern Examiner	School
(Dormant)	
Accountancy	
Acute & Crit Care Nursing	
Adult Education	
Adult Education Centre	
Agri-Environmental Sciences	
Agribus Extension & Rural Dev	
Agricultural SystemsTechnology	
Agricultural&Environmental Sci	
Animal Science	
AnimalHusbandry,Health&Welfare	
Applied & Computational Maths	
Applied Language Centre	

Click on **'Submit School Response'**

Subject Extern Examiner Reports for My Area

Select Academic Year: Academic Year 2017/2018

Select Subject Area or School: Art History

This report details Subject Extern Examiner reports that are due in the selected year.
Once a report has been submitted by an Extern Examiner, the reports can be reviewed by the School or Nominee by clicking on the links below and entering the School's or Nominee's response.

Reports for My Review

Required Date	Report Details	Extern Examiner	Subject Area/Programme	Level	
30 September 2018	Received on 11 June 2018		History - Art History	Graduate Taught, Undergraduate	Submit School Response

1 rows took .02 seconds to run [Export to Excel](#)

Full Listing of Reports

Click on the link below to view a report in pdf format

Extern Examiner	Subject Area/Programme	Level	Note	
Received				
	Art History - Art History	Undergraduate, Graduate Taught		View Report

1 rows took .03 seconds to run [Export to Excel](#)

You will get the option to submit the school response for your school. Click on **'Confirm & Submit'** to confirm that the report has been reviewed and the response submitted

UCD InfoHub
My services & information portal

Home / Students / Assessment & Grading / Extern Examiners / Subject Extern Examiner R... / Subject Extern Report School Review

Subject Extern Report School Review

Appointment Details

School: Art History & Cultural Policy
Subject Area: Art History
Level: Graduate Taught, Undergraduate
Extern Examiner: [Redacted]
Appointment commenced: Academic Year 2017/2018
Duration: 3 years
Report Year: Academic Year 2017/2018

Please complete the following:

1. **Review** the report in full by clicking on the 'Review in PDF' button and **Record** the School response to the report (by adding comments below)

[Review in PDF](#)

Details of Extern Comments

Title	Comment
Section 1: General	
Section 2: Programme/Subject Content & Objectives	
Section 3: Assessment Strategies &	
Process	
Section 4: Feedback from Students	
Section 5: General Recommendations	

5 rows took 1 seconds to run [Export to Excel](#)

2. **Confirm** that you have completed your review of the report

School Review - Comments

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

Enter comments (required field)

Please comment on the School's response to the Extern Examiners report and outline any actions to be undertaken as a result
4000 characters left

By clicking on **'Confirm & Submit'** below, I confirm that I have reviewed the extern's report and responded via comments (and, if appropriate, additional supporting document).

[Save for later](#) [Confirm & Submit](#)

Support & Useful Links

UCD Academic Regulations	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123
Assessment webpages - Subject Extern Examiner information	http://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjectsubjectarea/
UCD Subject Extern Policy	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=183
InfoHub login page	https://sisweb.ucd.ie/usis/W_HU_MENU.InfoHubMenu
UCD Staff FAQs	http://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjectsubjectarea/
Extern Examiner Infohub Request Access form	https://docs.google.com/forms/d/e/1FAIpQLSdhODXH55ORvVESbZSkR0GyOEat5wIsmldzbsRdKeCbtXqFDA/viewform

For support in relation to the Subject Extern Examiner processes, contact externexaminer@ucd.ie



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