

Guidelines For Extern Examiners for Taught Programmes

A guide for Extern Examiners for Taught Programmes.

Extern Examiners play a vital role in the enhancement of teaching, learning, assessment and quality assurance in the University. These guidelines for Extern Examiners supplement the [External Examination Policy for Taught Programmes](#) 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 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 External Examination Policy for Taught Programmes

Details on your roles and responsibilities as an Extern Examiner are contained in the [External Examination Policy for Taught Programmes](#).

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 External Examination Policy for Taught Programmes.

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 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](#)

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www.ucd.ie/registry



Set Up Multifactor Authentication (MFA) and Device Health Check

Upon first login, you will be prompted to configure [Multifactor Authentication \(MFA\)](#) using the Duo Mobile app on your phone or tablet. You will also need to install a Device Health verification application on any Windows or Mac device you intend to use to access UCD systems.

[Multi-Factor Authentication \(MFA\)](#) adds a second layer of security to help prevent anyone other than you from accessing your sensitive information online. The service UCD uses for MFA is called Duo. MFA - If an Extern Examiner is unable to install the Duo Mobile app on a smart device (phone/tablet/watch), a hardware token device could be issued with Head of School approval, at cost.

[Device Health](#) - Device Health is a process of analysing a device to determine whether it meets approved security requirements and is thereby trusted and authorised to do something, for example accessing University digital resources. Duo Desktop verifies that the device in use has an up-to-date Operating System, has a system password set, has encryption (BitLocker) enabled, has the firewall enabled and a supported antivirus software activated.

If you experience any issues with MFA or Device Health, please contact UCD IT Helpdesk at +353 1 716 2700 - requests can also be submitted online at ucd.ie/ithelp. UCD IT Services hours of service are 9.30am to 5.30pm, Monday to Friday. It can take 24-36 hours for issues to be resolved.

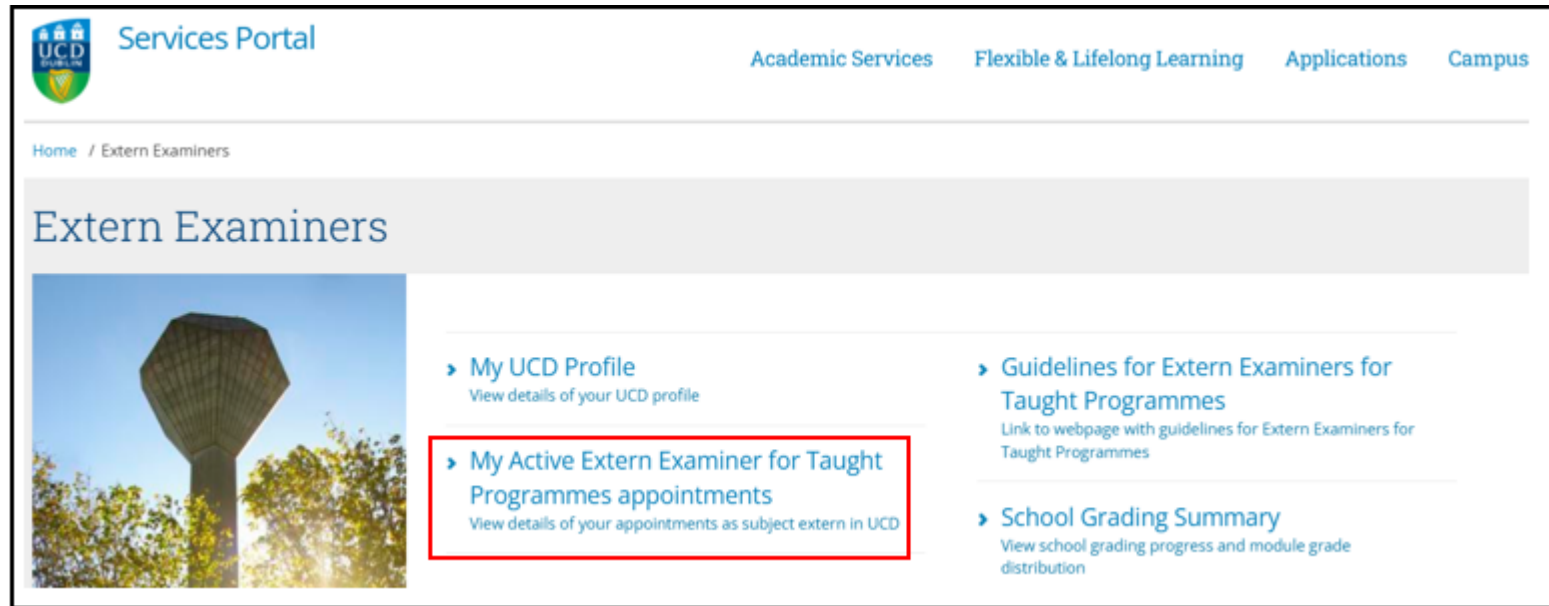
Measúnú | Assessment
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www.ucd.ie/registry



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 Extern Examiners are required to submit an annual report drawing attention 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](#). Click on '**My Active Extern Examiner for Taught Programmes Appointments**'.



Services Portal

Academic Services Flexible & Lifelong Learning Applications Campus

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Extern Examiners



- › **My UCD Profile**
View details of your UCD profile
- › **My Active Extern Examiner for Taught Programmes appointments**
View details of your appointments as subject extern in UCD
- › **Guidelines for Extern Examiners for Taught Programmes**
Link to webpage with guidelines for Extern Examiners for Taught Programmes
- › **School Grading Summary**
View school grading progress and module grade distribution

Annual Report

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

My Active Extern Examiner for Taught Programmes appointments

Appointment Details	Programme/ Subject Area	School	Report Year	Required Date	
Appointment commenced: 2024 Duration: 4 years Subject Area: Accountancy Level: Undergraduate	Test Accountancy	Inst of Public Administration	2024/2025	30 Sep 2025	View Report

Annual Report

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

Appointment Details

Extern Examiner	Appointment Details	Programme/Subject Area	School	Report Year	Required Date	Status	
	Appointment commenced: 2024 Duration: 4 years Subject Area: Accountancy Level: Undergraduate	Test Accountancy	Inst of Public Administration	2024/2025	30 Sep 2025	Submitted	View PDF

Each section of the report should be completed as fully as possible, with a minimum of 500 words expected for the total 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 & Feedback	10	0	Complete Section 3
Section 4: Feedback from Students	4	0	Complete Section 4
Section 5: Commendations and Recommendations	1	0	Complete Section 5

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

[Submit Report](#)

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

[Education Strategy](#)

[Student Charter](#)

[Examination Regulations](#)

[Student Code](#)

[Teaching and Learning](#)

[Colleges and Schools](#)

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