

STANDARD **OPERATING** **PROCEDURE**

Organisation: **INSTITUTE OF TECHNOLOGY
TALLAGHT**

School: **SCHOOL OF ENGINEERING**

Procedure Name: **Appointment of External Examiners**
Procedure No: **E2058**
Revision: **A**
Prepared By:
Date: **25/9/'01**
Approved By: **Pat McLaughlin**
Date: **11/3/03**

REVISION HISTORY

Re	Reason for	Effective	Prepared	Approved	Description of change
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v A	change -	from 25/9/'01	Date/by 25/9/'01	date/by	Initial Release
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1.0 POLICY

It is the policy of IT Tallaght to appoint External Examiners to all award years of their programmes.
Ref. Policy Document ITT-EE1.

2.0 PURPOSE

This procedure explains how to nominate a person(s) for the role of External Examiner

3.0 ORGANISATIONAL UNITS AFFECTED

Exam boards, Schools, Registrar's Office, Personnel and Finance

4.0 DEFINITIONS

None

5.0 RESPONSIBILITY

It is the responsibility of the Academic Council to ensure this procedure is followed.

6.0 DESCRIPTION OF PROCEDURE

- 6.0.1** Each course board at the request of the Head of Department will nominate a minimum of 2 willing persons for the role of external examiners on the course for which the board are responsible
- 6.0.2** The Head of department will adjudicate on the suitability of the nominees and select 2 per course for discussion with his\her Head of School. The Head of Department and School will agree on the nominees to be presented to Academic Council for ratification. In the event of a disagreement the Head of School shall have the final decision
- 6.0.3** The Head of School shall complete form EE001 for each nominee and submit this to Academic Council 6 months prior to the nominees being required to take up the post of external examiner
- 6.0.4** Academic Council, if satisfied with the nominations, will approve the nominations and have their approval entered in the minutes of the Academic Council meeting at which approval was given. In the event of non-approval the Head of School shall submit additional EE001 forms for approval at the next Academic Council meeting or by the Standing Orders Committee of Academic Council if time is an issue
- 6.0.5** The Registrar will, after Academic Council approval, contact the external examiner(s) and

supply them with the following information:

- Acceptance form
- Academic Council Policy on External Examiners
- Relevant course syllabii
- Contact names and numbers of appropriate school and registrar personnel
- Report forms
- Details of examination board dates
- Expenses claim form

An accompanying letter will request the individual concerned complete and return the acceptance form. After 10 working days if the acceptance form has not been returned the Registrar's office will contact the nominee once more and request the form be submitted. If after a further 10 working days the acceptance form has not been received or in the event of non-acceptance the Registrar will ask the appropriate Head of School to make a new nomination through Academic Council of its Standing Orders Committee

- 6.0.6** Upon receipt of the acceptance form the Registrar will contact the Personnel and Finance offices to ensure that the external examiners are registered with the college personnel and payroll functions

- 6.0.7** The Head of Department shall agree with the External Examiner the process for the supply of examination materials and return of External Examiner's comments

- 6.0.8** The Head of Department shall ensure that the External Examiners comments are acted upon by the internal examiners