

Roles and responsibilities in communicating with External Examiners

Nominations	Responsibility	Timeline
ConfirmSussexafculty Ex Ex contracts ADQE Remind CBoS, DTL and CAO nominations required (remind Ex Ex will not be paid for more moderating	Schools	Start of year

Annual letter	Responsibility	Timeline
Draft letter	ADQE	November
Update Ex Ex addresses	ADQE	November
Send letter (in materials listed at Appendix 3)	ADQE	November
Publish letter on web pages	ADQE	November
Send copy of letter to Schools	ADQE	November

Induction	Responsibility	Timeline
Set date and book room; update info on website	ADQE	October
Create online booking form	ADQE	

Appendix 1 (extract from Handbook on policy and procedures for the external examining of taught courses)

16.2 Materials sent to the External Examiner by the School at the start of the year:

- (i) Course specifications setting out course structure and modules
- (ii) Course aims and learning outcomes
- (iii) List of modules to be externally moderated
- (iv) Module aims and learning outcomes
- (v) Module assessment modes
- (vi) Marking criteria