

**University of Aberdeen**  
**Academic Quality Handbook**

**Induction of External Examiners**

1. At the beginning of each academic year, all External Examiners will be provided with information and training specific to the course(s) and programme(s) they examine, as well as general information and training provided by the Quality Assurance Committee (QAC), with support from the Academic Services team and Centre for Academic Development. Training will normally be provided using the University's Virtual Learning Environment (VLE), [MyAberdeen](#) or via Microsoft Teams (for live sessions). All new External Examiners will be added to the central QAC-owned training page, and Schools will communicate with External Examiners separately to provide information and training via the VLE as required.
2. External Examiners should expect to receive the following information from their School:
  - Course/programme handbooks;
  - Schedules for circulation of draft/final exam papers;
  - Marking schemes;
  - Information on dates of Examiners' meetings;
  - Contact information for named EE contact;
  - Information on the programmes/courses for which they have responsibility, including a selection of course feedback forms, annual course and programme reviews, and student-staff liaison committee minutes;
  - A copy of the previous External Examiner Report (EER).
3. External Examiners can expect to receive the following information via the QAC-owned MyAberdeen page:
  - Nomination and appointment document;
  - Links to general and supplementary academic regulations and assessment policies;
  - Degree classification criteria;
  - Information on our strategic plan, Aberdeen 2040;
  - Information on variations to standard process for students who require additional support;
  - EE roles and responsibilities;
  - Information on the requirements of the External Examiners' Report (EER), including submission deadlines and instructions for submission;
  - Confidentiality guidelines;
  - Information on payment and expenses;
  - MyAberdeen user training (both via online guides and an annual drop-in training session).
4. Schools should also provide opportunities for External Examiners to become familiar with the University and to discuss their responsibilities and other matters prior to their first visit to undertake assessments.
5. In adherence to the UK Quality Code for Higher Education, Schools should ensure that details of all External Examiners (name, position, institution) are published in course and programme handbooks. Students should be advised that they may not contact external examiners directly.