# LIVERPOOL JOHN MOORES UNIVERSITY

**Schedules of activity throughout the academic year**

1) **Schedule for selection and nomination of external examiner appointments and consideration of external examiner activity**

The selection and nomination of external examiner appointments should ensure that nominations and appointments are made in sufficient time to allow full involvement of the external examiner in the formal assessment of the award.

The schedule outlined below is intended to provide a general indication of the timing and sequence of events to be considered within Faculties and institutionally for the selection and nomination of external examiners.

Time frames for institutional consideration of external examining activity and reports are also outlined.

| Date | Institutional Activity | Faculty Activity |
|---|---|---|
| September | • Required nominations for the following academic year are circulated to Faculties for action. | • Approve outstanding appointments for current academic year.<br>• Identify vacancies for next academic year.<br>• Circulate notifications of vacancies for next academic year. |
| October to December | • External Examiner Panel to receive updated list of current external examiners and their institutions.<br>• External Examiner Panel to receive list of Liverpool John Moores University staff who are externals and at which institutions. | |
| October to March | • Nominations considered and approved by External Examiner Panel.<br>• Institutional Overview Report on External Examiner Reports is considered by External | • Note vacancies.<br>• Select and nominate external examiners.<br>• Complete paperwork and submit for consideration to appropriate Faculty colleagues. |

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| | Examiner Panel (January) and forwarded to Academic Quality & Standards Committee (February). | |
| March/April | • Academic Registry review/evaluation of briefings.<br>• Update External Examiner Online report/response tool and other information to be sent out to External Examiners as necessary. | |
| March to May | • Nominations considered and approved by External Examiner Panel.<br>• Annual Report process begins online (May). | • Monitor unfilled external examiner vacancies.<br>• Continue to select and nominate external examiners – these outstanding vacancies are now considered urgent. |
| June/July/August | • Update external examiner guidance and templates for the next academic year. | • Monitor unfilled external examiner vacancies.<br>• Continue to select and nominate external examiners – these outstanding vacancies are considered urgent. |
| July/August | • Academic Quality & Standards Team liaises with programme teams / Schools in the event of any Standards Issues being raised in External Examiner Annual Reports as they are received. | • Programme teams draft responses to External Examiner Annual Reports (via the online tool). Directors of School sign off responses. Responses released to external examiners by Academic Quality & Standards Team. |

## 2) External Examiner Activity & Reports

The schedule outlined below is intended to provide a general indication of the timing and sequence of events for programmes which operate within a standard timescale (programmes which operate with a non-standard timescale, the schedule may vary). Nominations of new examiners are considered throughout the year.

Time frames for institutional consideration of external examining activity and reports are also outlined.

| Date | Institutional Activity | Faculty Activity |
|---|---|---|
| September | • Deadline for External Examiners to submit their External Examiner Annual Reports on the previous academic year (via the online tool) – 2nd September 2022. | • Referral Boards of Examiners.<br>• Programme Teams liaise with external examiners to give any updates (for example, and updated list of modules, details of other significant programme changes etc). |
| October | • Deadline for programme teams to respond to External Examiner Annual Reports from the previous academic year – 28th October 2022 | |
| January | | • S1 Moderation / liaison between Programme team and external examiners. |
| January-February | | • Moderation for S1. |
| February | | • S1 Programme Performance Meetings. |
| February - May | | • S2 / YL Moderation / liaison between Programme team and external examiners. |
| May | • External Examiner Annual Reporting process commences (via the online tool) | |
| June | | • S2 / YL Boards of Examiners. |
| July/August | • Academic Quality & Standards Team liaise with programme teams / Schools in the event of Standards Issues being raised in submitted External | • Programme teams & Directors of School respond to external examiners<br>• Referral Boards of Examiners. |

|  | Examiner Annual Reports |  |
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| August |  | • Programme teams Liaise with External Examiners to approve all assessments for the forthcoming academic year. (Deadline for approvals is August). |