# External Examiner Induction Checklist

*The following checklist is intended for use by new external examiners in understanding their role.*

| **Information for newly-appointed External Examiners to consider** | **Completed** |
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| * **External Examiner Appointment Criteria** – please ensure that you have read the Terms of Appointment, paying particular attention to *item 6: Conflict of Interest.* * **External Examiner Responsibilities and Duties** *Please ensure that you have read the section on responsibilities and duties within* [*Chapter 5 of the LSHTM Academic Manual*](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_5_2019-20.pdf)*.* * **Suitability** *The External Examiner Appointment Criteria are outlined in* [*Chapter 5 of the LSHTM Academic Manual*](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_5_2019-20.pdf)*. If you have less/no experience on specific points, please speak to the Exam Board Chair, Associate Dean of Education (Quality, Academic Standards & Collaborative Provision) or Quality & Academic Standards at the earliest opportunity.* | Tick |
| * [**Chapter 5 of the LSHTM Academic Manual**](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_5_2019-20.pdf)covers External Examiner responsibilities and duties, nomination and approval process and appointment criteria. * [**Chapter 8a of the LSHTM Academic Manual**](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_8a_2019-20.pdf)coversassessment regulations,external moderation, sampling, Exam Boards and reporting for face-to-face students * [**Chapter 8b of the LSHTM Academic Manual**](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_8b_2019-20.pdf)coversassessment regulations,external moderation, sampling, Exam Boards and reporting for distance learning students | Tick |
| **Initial liaison with Exam Board Chair** – *at an early stage, you and the programme’s Exam Board Chair* (LSHTM senior academic staff member) *should liaise to discuss what you can expect in the role during the year, including:*   * Dates, expectations and deadlines for involvement in exam question-setting. * Date(s) for Exam Board meeting(s) later in the year – plus timescales for reviewing students’ assessed work ahead of Board meetings. * Dates, expectations and deadlines for any other work as part of your role. * Any specific further training or mentoring that may be useful to you, including contact with other external examiners where felt helpful. * Details of any other programme information or handbooks to be provided to you, and any major changes happening with the programme this year. | Tick |
| [**Programme specification**](https://www.lshtm.ac.uk/study/courses/programme-specifications)– *read this for an overview of the programme’s key academic aims, curriculum content, teaching and assessment methods etc. You may also wish to review Prospectus pages, via* [*www.lshtm.ac.uk/study*](http://www.lshtm.ac.uk/study)*, and more detailed* [*Module Specification*](https://www.lshtm.ac.uk/study/courses/masters-degrees/module-specifications) *pages.* | Tick |
| Award Schemes in [Chapter 2 of the LSHTM Academic Manual](https://www.lshtm.ac.uk/sites/default/files/Academic_Manual_Chapter_2_2019-20.pdf) or supplied separately for other programmes) – *review this to understand how the degree you are examining is assessed and awarded.* | Tick |
| **Further liaison with Exam Board Chair** – *as the year progresses, the Exam Board Chair should make contact at key points including as part of exam question-setting (to get your input prior to sign-off) and in preparation for final Exam Board meetings. This may include dividing up responsibilities with other external examiners*. | Tick |
| **Other useful guidance in the Exam Board Guidance –** *read relevant sections for more in-depth understanding of how LSHTM processes operate,* including   * Standard Exam Board calendar * Standard exam question setting schedule and security procedures * Guidance on operation of final Exam Board meetings | Tick |
| **Student handbook** for the programme *(available from Programme Director)* – *for reference on key elements of the programme and information provided to students. You may want to consider reviewing project handbooks or similar given to students.* | Tick |
| **Contextual information about LSHTM –** [*www.lshtm.ac.uk/aboutus*](http://www.lshtm.ac.uk/aboutus) *provides further background about the LSHTM, including the most recent* [*Annual Report*](https://www.lshtm.ac.uk/aboutus/introducing/annual-report-financial-statements)*.* | Tick |