1. The following information is sent to External Examiners by Academic Services:
   - role and responsibilities;
   - organisational procedures and practices;
   - academic regulations;
   - assessment guidelines;
   - what information is provided to examiners by Schools;
   - information on examiners provided to students;
   - confidentiality requirements;
   - reporting requirements;
   - payment and expenses.

2. Heads of School should ensure that external examiners are given the following information at the beginning of each session:
   - A list of courses, programmes and/or qualifications(s) to which each external examiner is appointed;
   - Course guides/programme handbooks, including syllabuses, at the beginning of each session and/or at an appropriate point prior to the assessment (e.g. when draft summative assessments are sent for scrutiny);
   - Schedule for the scrutiny of draft examination papers;
   - Marking and classification criteria;
   - Schedule for the review of student assessments (continuous and summative assessments);
   - Dates of the examiners’ meetings as soon as these had been agreed

3. In addition, on appointment, Schools should provide the examiner with:
   - A copy of the outgoing external examiner’s final report.

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.