

## **Mentor Arrangements for New External Examiners**

The University is experiencing an increase in the number of External Examiners who are undertaking this role for the first time. Whilst the external examiner is well qualified to examine in terms of their specialist subject knowledge, they may not have sufficient recent external examining experience.

There is a risk of limiting the opportunity for staff to become external examiners, notably in specialist areas. However, this can be mitigated by supporting an appointment through development or mentoring by an experienced external examiner.

In many cases the new external examiner will be joining an experienced external examining team however, where the new external examiner is working in isolation, the academic unit is required to allocate a mentor to offer support and guidance in the first year of the external examiner contract on the University's academic processes.

The mentor must be an existing member of the UW Institute's external examining team and ideally be linked to a similar subject although this may not always be possible.

## **Mentor Duties**

- Provide advice and guidance on relevant university external examiner processes and procedures
- Highlight the approaches to moderation including sampling and consistency of marking
- Advise on the exam board procedure and the role of the external examiner within this process
- Provide advice and guidance on writing the annual report
- Share current issues in HE and/or in the subject area which may be relevant

## **Mentor Criteria**

- An experienced external examiner from the University's current pool of examiners
- They should preferably attend the same assessment board as the mentee or be from a similar subject area
- Have recent experience of working in Higher Education
- Participated in a least one assessment period at the University.
- Produced at least one good quality annual report and have submitted it in a timely manner.

## **Setting up a Mentor Relationship**

- The course leader to nominate mentors
- The course leader will contact the mentor to confirm their involvement
- The course leader will indicate the level of support required by the mentee □  
The course leader will provide the mentor with the mentee's contact details
- The course leader may wish to provide the mentor with suggested topics for discussion

There is no requirement for face-to-face meetings of the mentor and the mentee, other than at the time of visits to the University for the assessment board(s) (where appropriate) and it is envisaged that most contact will be via e mail, telephone etc.

A fee of £75 is payable on completion of the mentoring duties and should be claimed on the External Examiners' claim form.

## **Further Information and Links**

For further information about External Examiners please see:

[http://www.worc.ac.uk/aqu/documents/EE\\_handbook\\_final.pdf](http://www.worc.ac.uk/aqu/documents/EE_handbook_final.pdf)

<http://www.worc.ac.uk/aqu/668.htm>

<http://www.worcester.ac.uk/registryservices/documents/RegulationsfortheappointmentofExternalExaminers.pdf>