Liverpool John Moores University
External Examiner Briefing Sessions
2024-2025

External Examiner Briefing Session 1 - The Role of External Examiner (Session for LJMU External Examiners who are new to External Examining):

Description:

Are you new to External Examining? Are you an academic with no prior experience as an External Examiner, or are you a practitioner or professional from a non-academic or industry background? This training session will give new, inexperienced EEs an introduction to the philosophy behind External Examining, why we do it, and how their dual roles of 'critical friend' and 'guardian of standards' can be managed effectively.

This session will be delivered via MS Teams*. (Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1 hr

Booking details:

NB – This session is being delivered on several alternative dates. <u>External Examiners need only attend once</u>.

Date:	Time:	Link to book	*Deadline for Registrations*
10/12/2024	10am – 11am	External Examiner Briefing Session 1 - The Role of External Examiner (Session for LJMU External Examiners who are new to External Examining) - Library Events Calendar - LJMU Library (libcal.com)	26/11/2024
25/02/2025	10am – 11am	External Examiner Briefing Session 1 - The Role of External Examiner (Session for LJMU External Examiners who are new to	11/02/2025

Date:	Time:	Link to book	Deadline for Registrations
		External Examining) - Library Events Calendar - LJMU Library (libcal.com)	

External Examiner Briefing Session 2 - LJMU Academic Framework Regulations and their use in practice (Session for LJMU External Examiners):

Description:

A training session for all External Examiners who are newly engaged with LJMU (or EEs who are later in their engagement, and would like to refresh their knowledge). The session will inform External Examiners of the requirements of the Academic Framework Regulations for programme design and assessment.

This session will be delivered via MS Teams. *(Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1.5 hrs

Booking details:

NB – This session is being delivered on several alternative dates. <u>External Examiners need only attend once</u>.

Date:	Time:	Link to book	*Deadline for Registrations*
19/11/2024	10am – 11:30am	External Examiner Briefing Session 2 - LJMU Academic Framework Regulations and their use in practice (Session for LJMU External Examiners) - Library Events Calendar - LJMU Library (libcal.com)	*05/11/2024*

Date:	Time:	Link to book	Deadline for Registrations
11/03/2025	10am – 11:30am	External Examiner Briefing Session 2 - LJMU Academic Framework Regulations and their use in practice (Session for LJMU External Examiners) - Library Events Calendar - LJMU Library (libcal.com)	*25/02/2025*

External Examiner Briefing Session 3 - LJMU'S Approach to Marking, Moderation and Boards of Examiners (Session for LJMU External Examiners):

Description:

A training session for all External Examiners who are newly engaged with LJMU (or EEs who are later in their engagement, and would like to refresh their knowledge). It will inform External Examiners of the requirements surrounding marking, moderation, and Boards of Examiners, and is designed to give them confidence when working with programme teams and Boards of Examiners.

This session will be delivered via MS Teams. *(Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1.5 hrs

Booking details:

NB – This session is being delivered on several alternative dates. External Examiners need only attend once. [See below]

Date:	Time:	Link to book	*Deadline for Registrations*
17/12/2024	10am – 11:30am	External Examiner Briefing Session 3 - LJMU'S Approach to Marking, Moderation and Boards of Examiners (Session for LJMU External Examiners) -	*03/12/2024*

Date:	Time:	Link to book	Deadline for Registrations
		Library Events Calendar - LJMU Library (libcal.com)	
01/04/2025	10am – 11:30am	External Examiner Briefing Session 3 - LJMU'S Approach to Marking, Moderation and Boards of Examiners (Session for LJMU External Examiners) - Library Events Calendar - LJMU Library (libcal.com)	*18/03/2025*

External Examiner Briefing Session 4 – Data Privacy, Data Protection and IT Security for External Examiners (Session for LJMU External Examiners):

Description:

This session is designed to inform External Examiners of the law surrounding GDPR/DPA, and Data Privacy, and their obligations in light of this. This session also raises awareness of potential online threats, and gives some guidance about what steps can be taken to lower risks to IT security.

This session will be delivered via MS Teams. *(Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1 hr

Booking details:

NB – This session is being delivered on several alternative dates. <u>External Examiners need only attend once</u>.

Date:	Time:	Link to book	*Deadline for Registrations*
26/11/2024	10am – 11am	External Examiner Briefing Session 4 – Data Privacy, Data Protection and IT Security for External Examiners (Session for LJMU External Examiners) - Library Events Calendar - LJMU Library (libcal.com)	*12/11/2024*

Date:	Time:	Link to book	*Deadline for Registrations*
04/03/2025	10am – 11am	External Examiner Briefing Session 4 – Data Privacy, Data Protection and IT Security for External Examiners (Session for LJMU External Examiners) - Library Events Calendar - LJMU Library (libcal.com)	*18/02/2025*

EE Briefing Session 5 - External Examiner Annual Reports – Guidance on completing the report:

Description:

A training session for all External Examiners who are newly engaged with LJMU (or EEs who are later in their engagement, and would like to refresh their knowledge). It will give guidance to External Examiners on completing their annual report, and the External Examiner report/response process at LJMU.

This session will be delivered via MS Teams*. (Joining instructions for each session will be circulated to registered attendees closer to the training date).*

Duration:

Approximately 1 hr

Booking details:

NB – This session is being delivered on several alternative dates. <u>External Examiners need only attend once</u>.

Date:	Time:	Link to book	*Deadline for Registrations*
11/02/2025	10am – 11am	EE Briefing Session 5 - External Examiner Annual Reports – Guidance on completing the report - Library Events Calendar - LJMU Library (libcal.com)	*25/01/2025*
06/05/2025	10am – 11am	EE Briefing Session 5 - External Examiner Annual Reports – Guidance on completing the report - Library Events Calendar - LJMU Library (libcal.com)	*22/04/2025*

Date:	Time:	Link to book	Deadline for Registrations
10/06/2025	10am – 11am	[EE Briefing Session 5 - External Examiner Annual Reports – Guidance on completing the report - Library Events Calendar - LJMU Library (libcal.com)](#)	*27/05/2025*