

# UWE Bristol External Examiners' Conference

## Agenda – Frenchay Campus, X Block, UWE Bristol

### Wednesday 8<sup>th</sup> January 2020

Time		Venue
08:45 – 09:15	<b>Registration/Refreshments</b>	Atrium area – Level 2 X Block Luggage Room – 2X116
09:15 – 09:30	<p><b>Overview of University &amp; Structures &amp; UWE Bristol's Quality Enhancement Framework</b></p> <p><b>Ms Jo Midgley, Pro Vice-Chancellor (Student Experience)</b></p> <p>Welcome &amp; Overview of UWE: Future aspirations and 2030 strategy.</p> <p>Overview of University &amp; Structures &amp; Academic Calendar are provided on the External Examiner Resources Page (online).</p>	2X242
09:30 – 10.40	<p><b>New External Examiners: Role of the External Examiner at UWE</b></p> <p><b>Jenny Dye, Director of Quality, Learning and Teaching, Faculty of Health and Applied Sciences</b>  <b>Judith Ritchie, Faculty Director of Quality Enhancement and Standards, Faculty of Environment and Technology</b></p> <p><u>Presentation:</u></p> <ul style="list-style-type: none"> <li>- Define the role and expectations of an External Examiner at UWE</li> <li>- Followed by a range of Case Studies</li> </ul> <p>Presentation will be made available after the Conference on the External Examiner's Resources website.</p>	2X242
10.45 – 11:00	<b>Refreshment Break</b>	Atrium area – Level 2 X Block
Workshop 1 11:05 – 11:45	<p><b>Simultaneous Workshops: You will attend one of the below workshops in Session 1, and the second Workshop in Session 2. Your welcome pack will contain details of the order you should attend the sessions.</b></p> <p>Presentations from each of the workshops will be made available after the Conference on the External Examiner's Resources website.</p>	<p><b>Field/Award Workshop – 5X107</b></p> <p><b>Online Assessment Training – 5X227</b> (you will be escorted there)</p>
	<p><b>Field/Award Breakout Session:</b> <i>Faculty Student Administration Team</i></p>	

	An overview of the Field and Award Board processes and relevant paperwork	<p><b>Training (Blackboard and SharePoint) –</b>  <i>Learning and Development Centre with support from Student Administration Team and Blackboard Support Team, Student Administration Team</i></p> <p><u>Training session:</u></p> <ul style="list-style-type: none"> <li>• Demonstration of the Blackboard environment where External Examiners can access assessments (External Examiner Tab)</li> <li>• How External Examiners will be notified when a package is available (by way of communication).</li> <li>• An overview of the Examination SharePoint site.</li> </ul>	
<b>Workshop 2 11:50 – 12:30</b>	<i>Same workshops delivered as above – second session</i>		
<b>12:35 to 13:10</b>	<p><b>External Examining of Partnership Provision</b></p> <p><i><b>Dr Fiona Jordan, Associate Dean, Strategic Partnerships (FBL)</b></i>  An overview of processes relating to provision delivered at UWE collaborative provision partners (delivery, assessment, marking/moderation, exam boards and annual monitoring).</p> <p><i><b>(Helen Dewar) Partnerships Operation Team Manager</b></i>  <i>Operational information relating to provision at collaborative provision partners</i></p>	2X242	
<b>13:15 – 14:00</b>	<p><b>Lunch</b></p> <p><b>(Drop-in Q&amp;A: We will also be available throughout the sessions to answer any other queries you may have.)</b></p> <p>Faculty staff to attend including Heads of Departments, Associate Heads of Department and Programme Leaders</p>	Atrium area – Level 2 X Block  Also available with seating: 2X117 2X118	
<b>14:00 – 15:45</b>	<p><b>Local visit with Field Leaders and Programme Leaders and students</b></p>	<ul style="list-style-type: none"> <li>• Opportunity to meet students (if arranged)</li> <li>• Further opportunity to discuss forthcoming assessments</li> <li>• Curriculum Development</li> <li>• Discussion of PSRB requirements and where applicable</li> <li>• Induction on International Partnerships (if applicable)</li> </ul>	Frenchay / Glenside / Bower Ashton Campus (Rooms TBC)
<b>15:45</b>	<p><b>End of Conference</b></p> <p>Please make your way to the car park or taxi rank.</p> <p>If you have any further queries please call 07824 408004 or 07824 865089</p>		