

# UWE Bristol External Examiners' Virtual Conference

## Wednesday 17 January 2024 Agenda

Time	Session title and details
08:45 – 09:00	<p><b>EE Conference Registration</b></p> <p>This is our registration session. Come along and check that you can join the session, hear and see us effectively.</p>
09:00 – 09:25	<p><b>Session 1: Overview of University and Structures and UWE Bristol's Quality Enhancement Framework</b>  <i>Presented by Rachel Cowie, Deputy Registrar, Student and Academic Services</i></p> <p>Welcome and Overview of UWE Bristol: Future aspirations and 2030 strategy.</p>
09:25 – 10:45	<p><b>Session 2: New External Examiners: Role of the External Examiner at UWE Bristol</b>  <i>Presented by Jenny Dye, Director of Learning and Teaching, College of Health, Science and Society; Judith Ritchie, Director of Quality Enhancement and Standards, College of Arts, Technology and Environment</i></p> <p>The role and expectations of an External Examiner at UWE including Case Studies and Q&amp;As.</p>
10:45 – 11:00	<p><b>Break</b></p> <p>Please take a few minutes to take a breather, get a drink and freshen up ready for the rest of the morning.</p> <p>If you have any issues that you would like assistance with, please pop into this session and post your questions in the chat. Alternatively, contact a member of our EE using the details at the bottom of this page.</p>
11:00 – 11:15	<p><b>Session 3: External Expertise Service Demo</b>  <i>Pre-recorded session delivered by a member of our External Examining Team</i></p> <p>Introduction to EES to access personal information, module / programme responsibilities and completion of annual report.</p>

<p><b>11:15 – 12:00</b></p>	<p><b>Session 4: Student and Programme Support</b>  <i>Presented by the Student &amp; Programme Support Team</i></p> <p>An overview of the operational processes relating to pre and post assessment, exam boards etc.</p>
<p><b>12:00 - 12:30</b></p>	<p><b>Session 5: Accessing external examiner moderation files (Blackboard)</b>  <i>Presented by Ora Jacobs-Lange (Learning and Development Consultant (LDC) – Digital)</i></p> <p>The session will include a demonstration of the Blackboard environment where External Examiners can access assessments via</p> <ul style="list-style-type: none"> <li>• the External Examiner Tab or</li> <li>• Grade Centre</li> </ul>
<p><b>12:30 to 13:00</b></p>	<p><b>Session 6: External Examining of Partnership Provision</b>  <i>Presented by Hilary Drew, Director of Partnerships and International, Bristol Business School</i></p> <p>An overview of processes relating to provision delivered at UWE collaborative provision partners (delivery, assessment, marking/moderation, exam boards and annual monitoring).</p> <p>Operational information relating to provision at collaborative provision partners.</p>
<p><b>13:00 – 13:30</b></p>	<p><b>Lunch</b></p> <p>Please take a few minutes to take a breather, have some lunch and freshen up ready for the rest of the day.</p> <p>If you have any issues that you would like assistance with, please pop into this session and post your questions in the chat. Alternatively, contact a member of our EE using the details at the bottom of this page.</p>
<p><b>13:30 – 15:30</b></p>	<p><b>Discussion with School Director for Teaching and Learning (or nominee) and Programme Leaders</b></p> <ul style="list-style-type: none"> <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>
<p><b>15:30</b></p>	<p><b>End of conference</b></p>