

UWE Bristol External Examiners' Virtual Conference

Wednesday 13th January 2021

GENERAL Agenda

Time	Session Title and Details	Link
08:45 – 09:00	<p style="text-align: center;">EE Conference Registration</p> <p>This is our registration session. Come along and check that you can join the session, hear and see us effectively.</p> <p>Please use your FULL NAME for all sessions as, once we have checked your settings, we will register you on our system.</p>	Join Registration
09:00 – 09:15	<p style="text-align: center;">Session 1: Overview of University & Structures & UWE Bristol's Quality Enhancement Framework</p> <p style="text-align: center;">Presented by Professor Amanda Coffey, DVC and Provost</p> <p>Welcome & Overview of UWE: Future aspirations and 2030 strategy.</p>	Join Session 1: Overview of University & Structures
09:15 – 10.30	<p style="text-align: center;">Session 2: New External Examiners: Role of the External Examiner at UWE</p> <p style="text-align: center;">Presented by Jenny Dye, Director of Quality, Learning and Teaching, Faculty of Health and Applied Sciences & Judith Ritchie, Faculty Director of Quality Enhancement and Standards, Faculty of Environment and Technology</p> <p>The role and expectations of an External Examiner at UWE including Case Studies and Q&As.</p>	Join Session 2: New External Examiners: Role of the External Examiner at UWE
10.30 – 10:45	<p style="text-align: center;">Break</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>	Join Break/Help Session (Only if required)
10:45 – 11:00	<p style="text-align: center;">Session 3: External Expertise Service Demo</p> <p style="text-align: center;">Pre-recorded session delivered by Senior Quality Enhancement Officer from the External Examining Team.</p> <p>Introduction to EES to access personal information, module / programme responsibilities and completion of annual report.</p>	Please click on this link to watch this short video before joining session. Join Session 3: External Expertise Service Demo

<p>Workshop</p> <p>11:00 – 11:45</p>	<p>Session 4: Field/Award Breakout Session. Faculty Student Administration Team - ACE</p> <p>Presented by Emma Caseley, Leigh Thomas and Jill Collett from ACE.</p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p> <p>Session 4: Field/Award Breakout Session. Faculty Student Administration Team - FBL</p> <p>Presented by Lilly Campbell, Harriet Williams and Keeta Hopkins from FBL.</p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p> <p>Session 4: Field/Award Breakout Session. Faculty Student Administration Team - FET</p> <p>Presented by Amer Azkoul, Rikkey Hayman and Tim Usher from FET.</p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p> <p>Session 4: Field/Award Breakout Session. Faculty Student Administration Team – HAS</p> <p>Presented by Helen Bubb, Alison Baxter and Kate Wybrow from HAS.</p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p>	<p>Join Session 4: Field/Award Breakout Session. Faculty Student Administration Team - ACE</p> <p>Join Session 4: Field/Award Breakout Session. Faculty Student Administration Team - FBL</p> <p>Join Session 4: Field/Award Breakout Session. Faculty Student Administration Team - FET</p> <p>Join Session 4: Field/Award Breakout Session. Faculty Student Administration Team - HAS</p>
<p>11:45 - 12:30</p>	<p>Session 5: Online Assessment Training (Blackboard and SharePoint)</p> <p>Presented by Ora Jacobs-Lange (Learning and Development Centre - IT Trainer) and Dan Heland (Student Administration Officer - SAS)</p> <p>The session will include:</p> <ul style="list-style-type: none"> • Demonstration of the Blackboard environment where External Examiners can access assessments (External Examiner Tab) • How External Examiners will be notified when a package is available (by way of communication). • An overview of the Examination SharePoint site. 	<p>Join Session 5: Online Assessment Training (Blackboard and SharePoint)</p>

<p>12:30 to 13:00</p>	<p>Session 6: External Examining of Partnership Provision</p> <p>Section 1 Presented by Dr Fiona Jordan, Associate Dean, Strategic Partnerships (FBL) An overview of processes relating to provision delivered at UWE collaborative provision partners (delivery, assessment, marking/moderation, exam boards and annual monitoring).</p> <p>Section 2 Presented by Helen Dewar Partnerships Operation Team Manager Operational information relating to provision at collaborative provision partners</p>	<p>Join Session 6: External Examining of Partnership Provision</p>
<p>13:00 – 13:30</p>	<p style="text-align: center;">Lunch</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 style="text-align: center;">Join Help Session</p> <p style="text-align: center;">(If required)</p>
<p>13:30 – 15:30</p>	<p>Discussion with Field Leaders and Programme Leaders</p> <ul style="list-style-type: none"> • Further opportunity to discuss forthcoming assessments • Curriculum Development • Discussion of PSRB requirements and where applicable • Induction on International Partnerships (if applicable) 	<p>You should have been contacted by an academic from HAS detailing when you will be meeting. If you are unsure, please contact them directly to discuss.</p>
<p>15:30</p>	<p style="text-align: center;">End of Conference</p>	

Technical Support

If you are having problems accessing MS Teams, seeing or hearing us, please contact a member of our team via phone or email using the details below.

Phone:

- Helen Clark: 0117 328 7505
- Francesca Blythe: 0117 328 7197
- Cath Beedle: 0117 328 4218
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