

## UWE Bristol External Examiners' Virtual Conference

**Wednesday 19<sup>th</sup> January 2022**

### Agenda

Time	Session Title and Details	Link
<b>08:45 – 09:00</b>	<p style="text-align: center;"><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> <p>Please use your FULL NAME as, once we have checked your settings, we will register you on our system.</p>	
<b>09:00 – 09:15</b>	<p style="text-align: center;"><b>Session 1: Overview of University &amp; Structures &amp; UWE Bristol's Quality Enhancement Framework</b></p> <p style="text-align: center;"><b>Presented by Professor Amanda Coffey, DVC and Provost</b></p> <p>Welcome &amp; Overview of UWE: Future aspirations and 2030 strategy.</p>	
<b>09:15 – 10.30</b>	<p style="text-align: center;"><b>Session 2: New External Examiners: Role of the External Examiner at UWE</b></p> <p style="text-align: center;"><b>Presented by Jenny Dye, Director of Quality, Learning and Teaching, Faculty of Health and Applied Sciences &amp; Judith Ritchie, Faculty Director of Quality Enhancement and Standards, Faculty of Environment and Technology</b></p> <p>The role and expectations of an External Examiner at UWE including Case Studies and Q&amp;As.</p>	
<b>10.30 – 11:45</b>	<p style="text-align: center;"><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>	
<b>10:45 – 11:00</b>	<p style="text-align: center;"><b>Session 3: External Expertise Service Demo</b></p> <p style="text-align: center;"><b>Pre-recorded session delivered by a member of our External Examining Team.</b></p> <p>Introduction to EES to access personal information, module / programme responsibilities and completion of annual report.</p>	

<p><b>Workshop 1 11:00 – 11:45</b></p>	<p><b>Session 4: Field/Award Breakout Session. Faculty Student Administration Team - ACE</b></p> <p><b>Presented by Amer Azkoul from ACE.</b></p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p> <p><b>Session 4: Field/Award Breakout Session. Faculty Student Administration Team - FBL</b></p> <p><b>Presented by Anna Wooles from FBL.</b></p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p> <p><b>Session 4: Field/Award Breakout Session. Faculty Student Administration Team - FET</b></p> <p><b>Presented by Rachael Williams from FET.</b></p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p> <p><b>Session 4: Field/Award Breakout Session. Faculty Student Administration Team – HAS</b></p> <p><b>Presented by Helen Bubb and Natasha Amesbury from HAS.</b></p> <p>An overview of the Field and Award Board processes and relevant paperwork.</p>	
<p><b>11:45 - 12:30</b></p>	<p><b>Session 5: Online Assessment Training (Blackboard) -</b></p> <p><b>Presented by Ora Jacobs-Lange (Learning and Development Centre - IT Trainer)</b></p> <p>The session will include:</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> </ul>	
<p><b>12:30 to 13:00</b></p>	<p><b>Session 6: External Examining of Partnership Provision</b></p> <p><b>Section 1 Presented by Sandhya Sastry</b> An overview of processes relating to provision delivered at UWE collaborative provision partners (delivery, assessment, marking/moderation, exam boards and annual monitoring).</p> <p><b>Section 2 Presented by Mark Elliott</b></p>	<p>Join Session 6: External Examining of Partnership Provision</p>

	Operational information relating to provision at collaborative provision partners	
<b>13:00 – 13:30</b>	<p style="text-align: center;"><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 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>	<p style="text-align: center;">Join Help Session</p> <p style="text-align: center;">(If required)</p>
<b>13:30 – 15:30</b>	<p style="text-align: center;"><b>Discussion with Field Leaders 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>	You should have been contacted by an academic from your department detailing when you will be meeting. If you are unsure, please contact them directly to discuss.
<b>15:30</b>	<b>End of Conference</b>	

### 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:

- Hayley Warren: 0117 328 1283

- Cath Beedle: 0117 328 4218

Email: [externalsreport@uwe.ac.uk](mailto:externalsreport@uwe.ac.uk)