GRADUATE SCHOOL

Master of Education Programme

External Examiner System *(for External Examiner)*

Operational Flow

Action by:	**Timeline:**	
Graduate School (GS)	May 2020	1. Send the following documents to EE: - EE Timeline & Role - Template of EE brief and full reports - Programme Prospectus - Programme Handbook - Programme Annual Reports of the past 2 years - Course list (2019/20) - External Reviewer's Reports - Survey Report on Institutional Research on Graduates 2. Invite EE to select courses (2019/20) to be reviewed
GS	June 2020	Send respective (a) Sample scripts, (b) assessment rubric & (c) course handbook/outlines (Sem 1 & 2, 2019/20) to EE
External Examiner	September 2020	Submit brief report to GS
GS	February 2021	1. Send the following documents to EE: - Programme Annual Report of 2019/20 - Programme Handbook - Course list (2020/21) 2. Invite EE to select courses (2020/21) to be reviewed 3. Confirm dates of visit with EE
GS	February 2021	Send respective (a) Sample scripts, (b) assessment rubric & (c) course handbook/outlines (Sem 1, 2020/21) to EE
External Examiner	March 2021	EE Online Meeting with different stakeholders
GS	June 2021	Send respective (a) Sample scripts, (b) assessment rubric & (c) course handbook/outlines (Sem 2, 2020/21) to EE
External Examiner	July 2021	Submit full report to GS
GS	December 2021	Submit response report to EE for noting