



UCD Registry
Clárann UCD

Guide For UCD Staff

How to nominate Extern Examiners for Taught Programmes



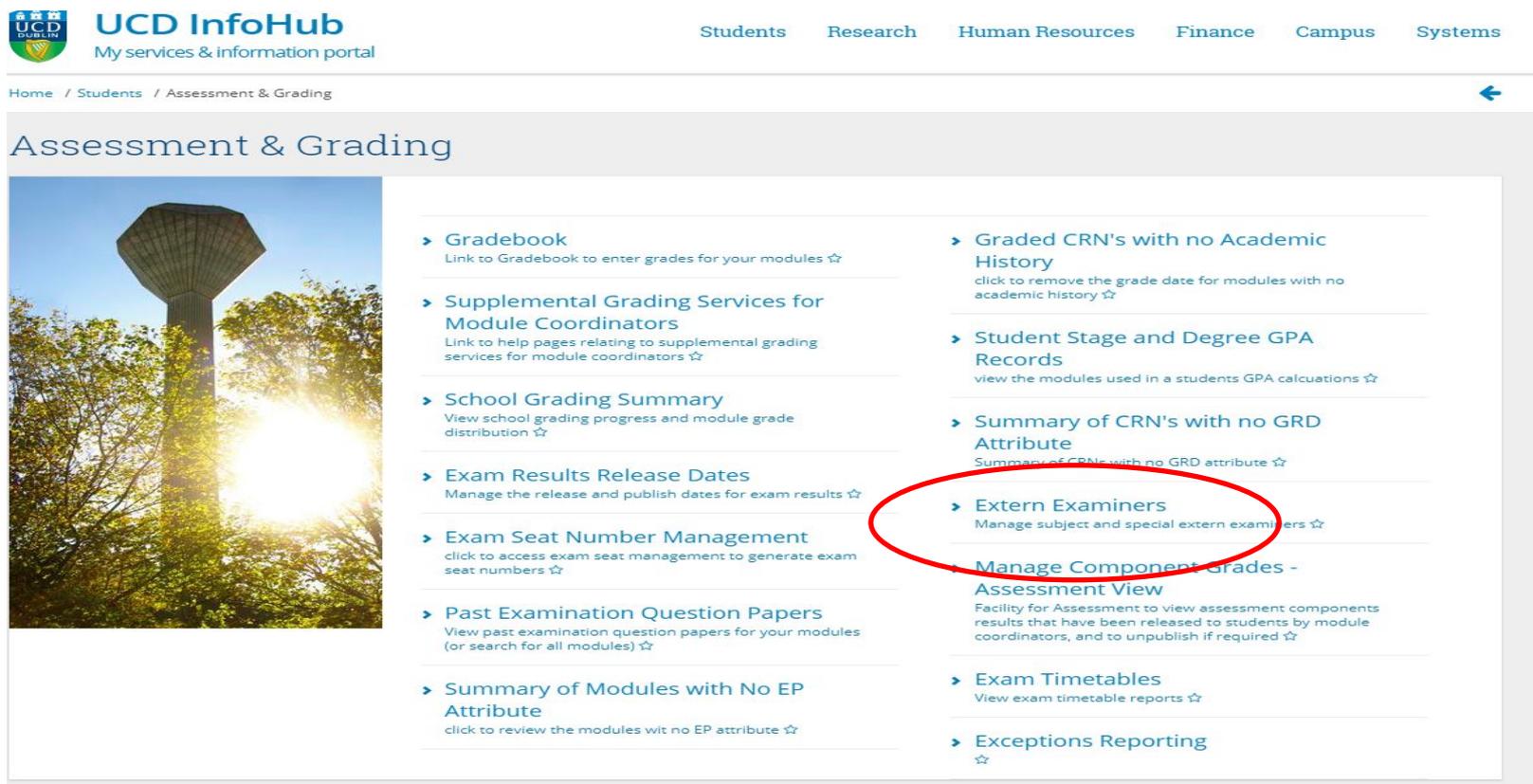
Extern Examiners for Taught Programmes - nomination process

Extern Examiners play a vital role in the enhancement of teaching, learning, assessment and quality assurance in the University. All Extern Examiner nominations are submitted for approval by the Academic Council Committee on Examinations (ACCE) using the InfoHub Extern Examiner system. Nominations for new Extern Examiners should be submitted for approval by **1 March** of the year of their appointment. This guide will provide an overview of the Extern Examiners nomination process, including:

1. Accessing the UCD InfoHub Extern Examiner system
2. Determining if the nominee has previously worked as an Extern Examiner in UCD
3. Creating an Extern Examiner profile on InfoHub (if the proposed Extern Examiner has not already been set up on the InfoHub system)
4. Nominating an Extern Examiner on InfoHub
5. Submitting an Extern Examiner nomination for consideration to the ACCE

1. Accessing UCD InfoHub Extern Examiner system

To access or manage Extern Examiners, click on the 'Extern Examiner' menu which is located in InfoHub in the [Assessment & Grading menu](#).



The screenshot shows the UCD InfoHub interface. At the top left is the UCD logo and the text "UCD InfoHub My services & information portal". To the right are navigation links: Students, Research, Human Resources, Finance, Campus, and Systems. Below this is a breadcrumb trail: Home / Students / Assessment & Grading. The main content area is titled "Assessment & Grading" and features a large image of a tower on the left. On the right, there is a list of menu items, each with a right-pointing arrow and a star icon. The "Extern Examiners" item is circled in red. The items in the list are: Gradebook, Supplemental Grading Services for Module Coordinators, School Grading Summary, Exam Results Release Dates, Exam Seat Number Management, Past Examination Question Papers, Summary of Modules with No EP Attribute, Graded CRN's with no Academic History, Student Stage and Degree GPA Records, Summary of CRN's with no GRD Attribute, Extern Examiners, Manage Component Grades - Assessment View, Exam Timetables, and Exceptions Reporting.

- ▶ **Gradebook**
Link to Gradebook to enter grades for your modules ☆
- ▶ **Supplemental Grading Services for Module Coordinators**
Link to help pages relating to supplemental grading services for module coordinators ☆
- ▶ **School Grading Summary**
View school grading progress and module grade distribution ☆
- ▶ **Exam Results Release Dates**
Manage the release and publish dates for exam results ☆
- ▶ **Exam Seat Number Management**
click to access exam seat management to generate exam seat numbers ☆
- ▶ **Past Examination Question Papers**
View past examination question papers for your modules (or search for all modules) ☆
- ▶ **Summary of Modules with No EP Attribute**
click to review the modules wit no EP attribute ☆
- ▶ **Graded CRN's with no Academic History**
click to remove the grade date for modules with no academic history ☆
- ▶ **Student Stage and Degree GPA Records**
view the modules used in a students GPA calculations ☆
- ▶ **Summary of CRN's with no GRD Attribute**
Summary of CRN's with no GRD attribute ☆
- ▶ **Extern Examiners**
Manage subject and special extern examiners ☆
- ▶ **Manage Component Grades - Assessment View**
Facility for Assessment to view assessment components results that have been released to students by module coordinators, and to unpublish if required ☆
- ▶ **Exam Timetables**
View exam timetable reports ☆
- ▶ **Exceptions Reporting**
☆

2. Determine if the nominee has previously worked as an Extern Examiner in UCD

Extern Examiners may be appointed for a term of up to four years. The ACCE operates a three-year appointment criterion, whereby once an Extern Examiner has completed their duties, a three-year time lapse is required before they can be re-appointed as either an Extern Examiner for Taught Programmes or Special Extern Examiner in UCD.

Click on the '**Extern Examiner Directory**' to check if the proposed Extern Examiner has already been set up on InfoHub.

Enter proposed Extern Examiner's name in the search field. If they already have a profile in UCD, click on their name and 'Nominate for new appointment'.

*If the Extern's name does not appear, the Extern does not yet have a Profile in the UCD. Click on '**Create Extern Examiner**'*

The screenshot shows the UCD InfoHub website. The header includes the UCD logo and 'UCD InfoHub My services & information portal'. Navigation links for Students, Research, Human Resources, Finance, Campus, and Systems are visible. The breadcrumb trail reads: Home / Students / Assessment & Grading / Extern Examiners / Extern Examiner Directory. The main heading is 'Extern Examiner Directory'. Below it, instructions state: 'Search for an Extern Examiner by name, ID, email address or institute. Results will include partial matches and will ignore spaces and apostrophes. If the Extern does not have an existing profile, click on **Create Extern Examiner**.' A search form contains the text 'Enter Name, ID, Email or Institute:' followed by a text input field with 'Neeson' and a blue 'Search' button. Below this, instructions say: 'To nominate an External Examiner to a new appointment, click **Add Nomination**. If not, click **Create External Examiner** below to provide a profile of the appointee before making a nomination. To view or update an existing Examiner's profile, click on the External Examiner's name.' A table with columns: Name, Banner ID, Institution, Academic Position, Phone Number, Email Address, Location. Below the table, it says 'There are no rows to display'. At the bottom, a blue button with a plus sign and the text '+ Create Extern Examiner' is circled in red.

3. Create an Extern Examiner profile on InfoHub (only if the Extern does not yet have a Profile set up in the UCD Extern Examiner directory).

Click on 'Create Extern Examiner' option and the Profile Screen will open.

Enter all the required personal, academic and contact details of the proposed Extern Examiner. The fields marked with a red asterisk (*) are mandatory.

A list of recognised academic institutions across the world will be available in the 'Current Institutions' drop-down list. Choose the appropriate institution.

New Profile

Personal Details

Title*

First Name*

Last Name*

Gender

Academic Details

Qualifications*

Current Institution*

Position*

200 characters left

3. Create an Extern Examiner profile on InfoHub

A one-page summary CV for the Extern Examiner is required to be submitted.

This information should be pasted into the '**Summary CV / Additional Comments**' box.

The CV should ideally include the following details;

- Current and previous employment in academic and other institutions
- Other relevant professional or academic appointments
- Summary of teaching and research experience
- If available, a link to the Extern's Academic Profile page on their home academic institution/organisation should also be included with the CV.

Contact Details

Email Address*

Phone*

For UCD numbers - just enter the extension e.g. 2418. For numbers external to UCD enter the full number.

Department/School/Centre*

Address Line 2

Address Line 3

Address Line 4

Post Code

Country*

Additional Details

Summary CV / Additional Comments*

4000 characters left

Save Profile

Click on '**Save Profile**' at the bottom of the screen.

4. Nominate an Extern Examiner on InfoHub

Click on the '**Nominate for New Appointment**' option under '**Extern Examiner for Taught Programmes Appointments**'.

- Choose the '**Extern Examiner for Taught Programmes**' option in the **Appointment Type** field.
- Input the School, Subject and Subject area or Programme in UCD.
- Choose '**Nominated**' as the **Appointment Status**.

The screenshot shows the UCD InfoHub interface. At the top left is the UCD logo and the text 'UCD InfoHub My services & information portal'. To the right are navigation links: Students, Research, Human Resources, Finance, Campus, and Systems. Below this is a breadcrumb trail: Home / Extern Nomination/Appointment Form. The main content area is titled 'Extern Nomination/Appointment Form' and contains a form with the following fields:

- Examiner***: A text input field containing 'Michael Malone' and a 'Clear' button.
- Appointment Type***: A dropdown menu.
- School***: A dropdown menu.
- Appointment Status***: A dropdown menu.
- Head of School Approved***: A dropdown menu.
- UCD Administrative Contact***: A text input field with a 'Check Name' button.
- UCD Academic Contact***: A text input field with a 'Check Name' button.

At the bottom left of the form is a 'Save' button.

4. Nominate an Extern Examiner on InfoHub

- Indicate if the **Subject Level** of the proposed Extern will be 'Undergraduate', 'Graduate Taught' or 'Both'.
- Confirm that the proposed Extern has been approved by your Head of School.
- Input the **Academic Year Appointment Starts** and the **Appointment duration** (Years).
- In '**UCD Administrative Contact**' include the first point of contact for the Extern Examiner in the School. This contact will receive the notification of the ACCE decision on the proposed nomination by email.
- Include the name of the UCD Academic contact for the Extern Examiner in the '**UCD Academic Contact field**'.

Extern Nomination/Appointment Form

Examiner* Michael Malone

Appointment Type*

School*

Subject*

Subject Area/Programme* 4000 characters left

Appointment Status*

Subject Level of Extern* GT - Graduate Taught
 UG - Undergraduate
Tick the relevant category. Tick both categories if the nomination applies to both.

Head of School Approved*

This is a reappointment*

Academic Year Appointment Starts*

Appointment Duration (Years)*
If this is a reappointment, please ensure you choose 1 from the drop-down.

UCD Administrative Contact*

UCD Academic Contact*

5. Submit an Extern Examiner nomination to the Academic Council Committee on Examinations (ACCE)

At the bottom of the '**Nominate for New Appointment**' option, choose the '**Save**' option to submit the nomination.

- If any of the details need to be amended, click on the '**Edit Appointment**' option.
- It is also possible to change the status of the nomination by clicking on the '**Change Status**' option.

* Note; nominations should not be amended once they are being considered by the ACCE.

If this is a reappointment, please ensure you choose 1 from the drop-down.

UCD Administrative Contact*	<input type="text"/>	Check Name
UCD Academic Contact*	<input type="text"/>	Check Name

Save

A screenshot of a web form for nominating an extern examiner. The form has a light grey background. On the left, there are two labels: 'UCD Administrative Contact*' and 'UCD Academic Contact*'. To the right of each label is a white text input field. To the right of each input field is a blue button with the text 'Check Name'. At the bottom left of the form, there is a blue button with the text 'Save'. This 'Save' button is circled in red. Above the input fields, there is a note: 'If this is a reappointment, please ensure you choose 1 from the drop-down.'

Support & Useful Links

UCD Academic Regulations	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=123
Assessment webpages - Extern Examiner information	http://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjects/subjectarea/
UCD Extern Examination Policy	https://sisweb.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=183
InfoHub login page	https://sisweb.ucd.ie/usis/W_HU_MENU.InfoHubMenu
UCD Staff FAQs	http://www.ucd.ie/registry/staff/registryservices/assessment/researchdegrees/externexaminers/subjectexternsubjects/subjectarea/
Extern Examiner Infohub Request Access form	https://docs.google.com/forms/d/e/1FAIpQLSdhODXH55ORvVESbZSkR0GyOEat5wIsmldzbsRdKeCbtXqFDA/viewform

For support in relation to Extern Examiner processes, contact externexaminer@ucd.ie



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Dublin 4

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E: registry@ucd.ie