

# Guidance on Virtual External Examiner attendance at Board of Examiners



## Purpose

This document aims to provide you with guidance on how to ensure Board of Examiners work smoothly on occasions when External Examiners are unable to attend the meetings in Newcastle and participate remotely.

## Meeting protocols:

- The Chair of the Board of Examiners/Professional Services staff should contact the External Examiner in advance of the meeting to schedule a test and run through the arrangements for the meeting.
- During the meeting all members of the Board of Examiners should be introduced to the External Examiner, this is important in cases where not all members might be in view.
- Documentation for the Board of Examiners should be circulated to the External Examiner in advance of the meeting via a secure method.
- If the meeting is to be recorded, consent from all participants should be obtained in advance.

## Technical aspects:

- Ensure that the meeting room at Newcastle has suitable equipment including microphone, camera and screen/projector to ensure that the External Examiner can both see and hear the Newcastle attendees.
- Ensure that the External Examiner is in a well-lit room, with good Wi-Fi/internet connection and equipped with a headset with a microphone as this will reduce any feedback.
- Make use of Teams, which is supported by NUIT.
- Contact NUIT for guidance on the best room set up and further information on the support available for videoconferencing can be accessed at: <http://videoconferencing.ncl.ac.uk/>
- It is good practice to have trial connection ahead of the meeting, although this will not guarantee a good connection on the day of the meeting it will help ensure that both parties are aware of the set up and can trial the audio.
- Ensure that there are backup plans in place to allow the External Examiner to participate if the videoconferencing fails, for example telephone connection.

Last Approved by UEC, June 2018. Last modified by EPGS, May 2025.	
Intended for use by	Chair of Board of Examiners School Administrators Faculty Learning and Teaching Teams
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#### Version History

Version	Date	Details
1.0	June 2018	Published.
1.1	July 2023	Team name updates.
1.2	May 2025	Updates: Removed Skype for Business and Zoom from the suggested video conferencing list supported by NUIT, and replaced by Teams.