

Itinerary

14:00 – 14:20



Welcome & Overview of Aston University and the role of the External Examiner

14:20 - 14:50



Aston University Regulations

14:50 - 15:20



An Introduction to your College

(to include information such as Assessments, moderation, BlackBoard, Exam Boards, expected timelines)

15:20 – 15:30



15:30 - 16:15



Useful Information

(to include information such as the HR portal, claiming expenses, IT and Health and Safety)

16:15 - 16:30

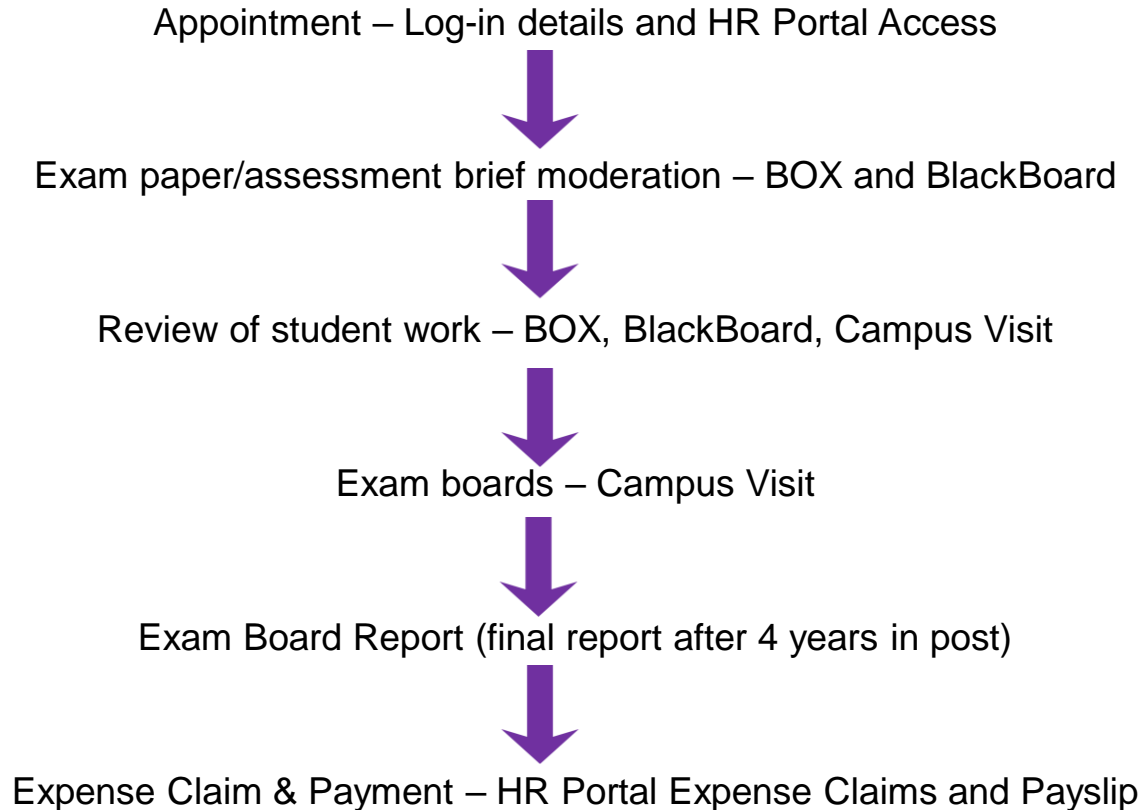


Q&A & Closing Remarks



New External Examiners Induction 23/24
Useful Information – Staff Portal, Expenses, IT and H&S

External Examiner Journey



Aston University Log-in details

- Once you have been appointed as an External examiner and completed all of the relevant documentation – appointment form, bank details, Right to Work and Imposter checks etc you will be sent an Aston username and password that you should use for all Aston systems.
- Change the password given to you.
- Update the password every 12 months.
- If you find yourself locked out of your account, please contact the Quality Team for assistance at External Examiner communications ext_examiner_quality@aston.ac.uk . It may take up to 48hrs to get you back in to the system so please check you can access your account prior to any exam board meetings and deadlines.
- If you have not yet received your log-in details, please contact us at ext_examiner_quality@aston.ac.uk .

HR Portal

HR Portal

- On-boarding process

- Employee dashboard:

 - Personal details

 - Bank details

 - Expenses

 - Payslips

Aston Staff Portal



HR Portal – where to find it

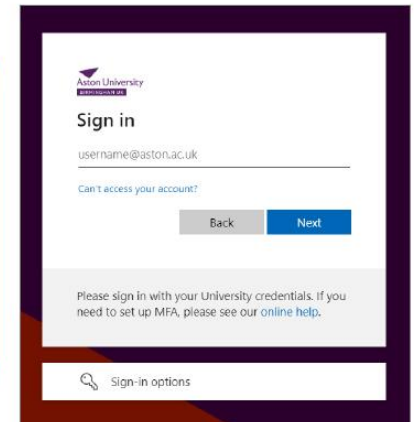
- Access from the main University web-pages www.aston.ac.uk
- Sign-in using log-in details to “One Aston”

Accessing the Aston Staff Portal

- From the Aston homepage (www.aston.ac.uk), Click on the link in the top right hand corner for ‘Staff (One Aston)’. This is Aston’s staff intranet.



- If you haven't already signed into your Aston staff network account, you will be prompted to at this point.
- You may need to either sign out of your home institution's MS365 account first, or open this link in an incognito browser to login.
- You will need to login to your Aston staff network account as `username@aston.ac.uk` (e.g. smithj@aston.ac.uk) rather than your email address (e.g. j.smith@aston.ac.uk)



HR Portal – where to find it

- Within One Aston, go to Systems (at the top) > Aston Staff Portal (this is in the HR and wellbeing list)

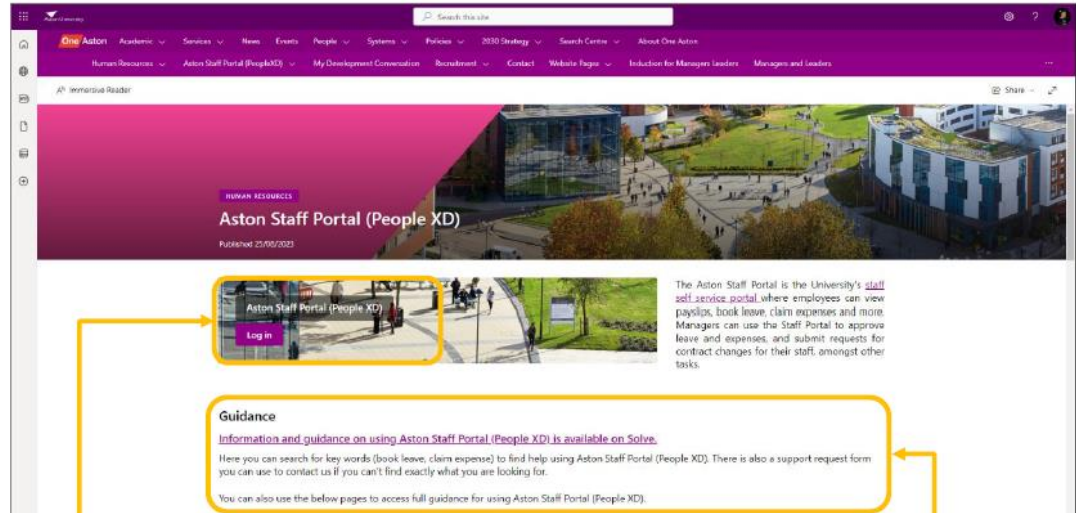
➤ Within One Aston, go to Systems > HR and Wellbeing > Aston Staff Portal (People XD)

The screenshot displays the 'One Aston' portal interface. At the top, a navigation bar includes 'One Aston', 'Academic', 'Services', 'News', 'Events', 'Systems', 'Policies', '2030 Strategy', 'Search Centre', and 'About One Aston'. The 'Systems' menu is expanded, showing categories like 'Teaching and learning', 'Finance', 'Core systems', 'Microsoft 365', 'HR and wellbeing', and 'Safety'. The 'HR and wellbeing' category is highlighted with a red box, and the 'Aston Staff Portal (People XD)' link is also highlighted with a red box. A red arrow points from the 'Systems' menu to the 'HR and wellbeing' category, and another red arrow points from the 'HR and wellbeing' category to the 'Aston Staff Portal (People XD)' link. The main content area features a 'Welcome to O' banner, 'Featured news' section, and a '2 incidents to report' notification.

HR Portal – log in

➤ This will take you to the Aston Staff Portal landing page in One Aston, where you can log in to the Aston Staff Portal view guidance for using the Aston Staff Portal, and any updates and important notices.

- You will reach the landing page to sign-in to the portal using your log-in details.



The screenshot shows the Aston Staff Portal landing page. The page has a purple header with navigation links: Home, Academic, Services, News, Events, People, Systems, Policies, 2030 Strategy, Search Centre, and About One Aston. Below the header, there is a search bar and a navigation menu with links: Human Resources, Aston Staff Portal (People XD), My Development Conversation, Recruitment, Contact, Website Pages, Inclusion for Managers Leaders, and Managers and Leaders. The main content area features a large image of the Aston campus with the text "HUMAN RESOURCES" and "Aston Staff Portal (People XD)" in white. Below this, there is a "Log in" button and a "Guidance" section. The "Guidance" section contains text about searching for key words and a support request form. A yellow box highlights the "Log in" button, and a yellow box highlights the "Guidance" section. A yellow arrow points from the "Log in" button to a text box at the bottom left, and another yellow arrow points from the "Guidance" section to a text box at the bottom right.

Use the log in option to access the Aston Staff Portal

Scroll down on the page for guidance and updates.

HR Portal - onboarding

- Please complete the onboarding process to check your information.

Welcome

Here we are going to take you through the steps required to complete the onboarding process. Please complete the checklist below; this will involve adding important information to your HR record.

Your Information

Department	Your Start Date
School Office - ABS	01-MAY-19 Was less than 2 months ago.
Your Division	Profile Completeness
Aston Business School	33%

Checklist

Step	Status
Login for the first time	Completed
Update Equal Opportunity information	Not Started
How to claim your expenses	Started

➤ Click on the action buttons at the side of each step in turn and review or amend your details as appropriate. When you have saved any changes the status will turn to Completed.

Checklist

Step	Status
Login for the first time	Completed
Update Equal Opportunity information	Completed
How to claim your expenses	Completed

I have carefully reviewed and completed all items listed above to the best of my knowledge.

➤ When each onboarding step is completed, you will have a 'Complete Onboarding' option at the bottom of the screen. Tick the box to say you have completed all items first.

COMPLETE ONBOARDING

HR Portal - dashboard

Once you have logged in to Aston Staff Portal (and completed onboarding) you will be taken to your **Employee Dashboard**. Here's what you can do from the Employee Dashboard.

The screenshot shows the Employee Dashboard interface. On the left is a navigation menu with icons for Welcome, Leave Requests, Payment, My DC, Expenses, Training, and Timesheets. The main content area includes a 'My Week' calendar and a 'My Appointments' table. Callouts point to various elements: 'Minimise / maximise the left menu' points to the hamburger menu icon; 'Access your Profile' points to the user profile card; 'View your payslips' points to the Payment icon; 'Claim your expenses' points to the Expenses icon; 'Notifications you need to read or action' points to the notification bell icon; and 'Access your Profile, Upload a photo or Log out' points to the user profile and name in the top right corner.

Minimise / maximise the left menu

Access your Profile

View your payslips

Claim your expenses

Notifications you need to read or action

Access your Profile, Upload a photo or Log out

Employee Dashboard

Search Dashboards or Widgets

My Week

13-May-19 - 19-May-19

Mon 13th	Tue 14th	Wed 15th	Thu 16th	Fri 17th	Sat 18th	Sun 19th
7.18	7.18	7.18	7.18	7.18		

My Appointments

Position	Department	FTE	Start Date
Cleaner In Charge 516588-1	Estates & Capital D...	1	15-Apr-2019

Aston University

HR Portal - expenses

- From the Employee Dashboard, click on the Expenses tab

The screenshot shows the 'Employee Dashboard' for Tyler Lavinier. The 'Expenses' section displays a table for 'Course Materials - 17...' with the following data:

Category	Amount
Mileage	.00
Subsistence	.00
Other	15.00
Total	15.00

The 'Remittances' section shows a 'VIEW HISTORY' button and a message: 'NOTHING TO SEE HERE. COPY THIS FLAG'. The 'ACTIONS' dropdown menu is open, showing three options: 'New Expense Claim', 'Manage Current Expense Claim', and 'Manage All Expense Claims'.

This information relates to your last entered expense claim

Once paid for expenses, your remittance advices will show here

- Click on the Action button; three options become available:

New Expense Claim. Create a brand new expense claim.

Manage Current Expense Claim. Carry on adding to / amending your most recently saved expense claim.

Manage All Expense Claims. View a list of all saved and submitted expense claims. You can then choose to view, update, submit / unsubmit, print or delete your expenses claim (dependant on its status)

HR Portal - expenses

- Complete the form to create a new expense claim.
- Your expense approver and project code will be given to you by your College Quality team.
- Full step-by-step guidance on adding new expense claims will be available at <https://www.aston.ac.uk/education/quality/externalexaminers> later this week.

The screenshot shows a web form for creating an expense claim. The form is divided into sections: 'Required Fields' and 'Additional Options'. The 'Required Fields' section includes: 'Start Date*' (15-Jul-2019), 'End Date*' (15-Jul-2019), 'Expense Description*' (GDPR Conference), 'Cost Centre*' (S06 Human Resources), and 'Approver*' (Frank Green). The 'Additional Options' section includes: 'Car Registration' and 'Project Code*' (S06-20011-Human Resources). At the bottom, there is a table showing 'Total Claimed' (0.00) and 'Number of Items' (0). A callout box with an arrow points to the 'SAVE' button, which is highlighted with a red box. The 'SUBMIT' button is also visible. The 'corehr' logo is in the bottom right corner.

Required Fields

Start Date* 15-Jul-2019 End Date* 15-Jul-2019 Expense Description* GDPR Conference

Cost Centre* S06 Human Resources Approver* Frank Green

Additional Options

Car Registration

Project Code* S06-20011-Human Resources

Total Claimed	Number of Items
0.00	0

Click Save

You can now start to add Expense items to your claim.

SAVE SUBMIT

BOX and BlackBoard

- Your College may share BOX files with you to view exam papers and student assessments. Log in to Box at <https://aston.box.com/> using the Aston log-in details you have been provided.
- You will be able to view modules and assessments via our VLE BlackBoard. Log in to BlackBoard at [Blackboard Learn \(aston.ac.uk\)](https://aston.ac.uk/blackboard-learn) using the Aston log-in details you have been provided.

Campus Information and H&S

- **Getting to campus**

- [Visit Us | Aston University](#)

- **Fire Alarm**

- 2 alarm sounds
 - Assembly points



- **Campus Safety**

- SafeZone App - enables students and staff to send location-based alerts via various electronic devices to the Aston's Security Team. Useful for emergencies, first aid, lone working and general assistance. [Safezone | Aston University](#)
 - If you need to report an incident on campus, Aston University Campus Safety Team are available 24/7, 365 days a year. Telephone: 0121 204 4803 or direct 24 hour line 0121 359 2922. [Campus Safety | Aston University](#)

- **More Staff Safety Information - [Staff Safety | Aston University](#)**

External Examiner Report

Report template sent to you by your College Quality Team



Completed Report returned to ext_examiner_quality@aston.ac.uk



Report processed by the College Quality Team and payment processed



Institution Response returned to External Examiner

External Examiner Report



EXTERNAL EXAMINER REPORT 2021/22

Please email your completed form to externalexaminers@aston.ac.uk Cc eps_quality@aston.ac.uk within one month of the relevant Board of Examiners meeting. Electronic submission directly from you will be considered as equivalent to your signature if a signature (including electronic image) is not otherwise provided.

Payment of fees will be made within 2 months of any reports received by the University by the 25th of the month.

Your report will be distributed by Aston University's Student and Academic Services to the Pro Vice Chancellor Education and the relevant Associate Dean or nominee. Your Report will also be made available to staff and students through the University portal.

External Examiners are advised not to include the names of individuals in their reports in line with [General Data Protection Regulations](#) and [Aston University's Data Protection Policies](#).

You may raise any matter of serious concern with the Vice-Chancellor by means of a separate confidential written report. Please be aware that should you find yourself in the position of having exhausted all internal mechanisms for following up concerns, you have recourse to the Office for Students 'Notification' procedure with guidance available at <https://www.officeforstudents.org.uk/contact/notifications-and-complaints/>

Guidance on sample sizes of work can be found in section 2.6 of the [General Regulations for the Conduct of Board of Examiners](#).

Thank you for undertaking the external examining duties for these programme(s) and/or modules, and for completing this Report.

Section A

TO:	PROFESSOR RUTH AYRES PRO VICE CHANCELLOR EDUCATION ASTON UNIVERSITY
NAME OF EXTERNAL EXAMINER	Professor Grant Campbell
PROGRAMME TITLE(S)	BEng Chemical Engineering, MEng Chemical Engineering
PROGRAMME AWARD AND SUBJECT CODE(S)	BEng CHENG, MEng CHENG
MODULE TITLES	
MODULE CODES	
PARTNER INSTITUTION(S) (for collaborative activity)	



EXAMINER'S HOME INSTITUTION/ PROFESSIONAL AFFILIATION	University of Huddersfield
--	----------------------------

Section B

1. Your Experience

1a. Your experience of the role

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

a. Is this your first/second/third/fourth annual report?	Choose an item.
b. Were you generally satisfied with the amount of time you were given to undertake your duties as external examiner?	Choose an item.
c. Did you feel that you had reasonable opportunity to influence the examination processes and to express opinions about them?	Choose an item.

1b. Board of Examiners' meeting

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

a. Were you able to attend the meeting?	Choose an item.
b. Was the meeting conducted to your satisfaction?	Choose an item.

1c. The Curriculum

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

Were you able to comment on the:

a. Structure and content of the module(s)/programme(s)?	Choose an item.
b. Balance, breadth and depth of the curriculum?	Choose an item.

1d. Academic Standards

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

a. Are the programmes maintaining threshold academic standards for their awards as compared to national standards and frameworks?	Choose an item.
b. Are the programmes' academic standards and achievements of students comparable with those in the UK Higher Education institutions of which you have experience?	Choose an item.
c. Do students have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers with which you have experience?	Choose an item.

2. Information you received

2a. Programme materials

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

Did you receive or have access to:

a. Programme or Student Handbook(s)?	Choose an item.
--------------------------------------	-----------------

External Examiner Report

Aston University

b. Programme Specifications?	Choose an item.
c. Module specifications?	Choose an item.
d. Assessment briefs and marking criteria?	Choose an item.

2b. Draft Examination Papers

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

a. Did you receive all the relevant draft papers?	Choose an item.
b. If not, was this at your request?	Choose an item.

2c. Assessed work

If you answer no to any of the following questions, please provide further detail in the free-text field in point 9 below.

a. Did you receive a sufficient number and range of scripts to enable you to undertake your duties as External Examiner?	Choose an item.
b. If you did not receive all the scripts, was the method of selection satisfactory?	Choose an item.
c. Was the choice of subjects for dissertations appropriate?	Choose an item.
d. Was sufficient coursework made available to you to enable you to undertake your duties as External Examiner?	Choose an item.
e. Were suitable arrangements made for you to conduct oral assessments and/or moderate the marking of appropriate professional placements?	Choose an item.

In line with the UK Quality Code guidance on External Expertise, please comment on each of the following areas:

3. Assessment

Please comment on whether you think the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s)/module(s) and is conducted fairly and in line with the institution's policies and regulations, including the design, structure and marking of assessments:

4. Professional, Statutory and Regulatory Body requirements

Please comment on any issues that you are specifically required to report on by the relevant professional, statutory or regulatory bodies:

5. Innovation and good practice

Please comment on good practice and innovation relating to learning, teaching and assessment which you have observed.

Aston University

6. Learning and achievement opportunities

Please comment on the quality of the learning opportunities provided to students and opportunities for enhancement and achievement beyond the threshold level:

7. Response to comments

Please comment on the extent to which the comments made in your previous report(s), and on exam papers and assessment briefs, have been considered and appropriately acted upon:

8. Standards and partner institutions

If the programme is offered with one, or more than one partner organisation, please comment on any differences in academic standards and achievement between groups of students:

9. Any other matters

Please comment on any other matters you wish to bring to the University's attention, such as the appropriateness of the curriculum and the policies and procedures or systems relating to external examining:

10. Induction Materials for External Examiners

a. Did you access the University's Induction Information for Examiners at <https://www2.aston.ac.uk/clipp/quality/externalexaminers?> Choose an item.

b. Please provide any comment that you think might help us to improve the University's induction process:

11. Joint Honours Programmes

If you were involved in the scrutiny of Joint Honours programmes do you have any comments on the structure, processes and mechanism of the Programme(s)?

12. Final Report

If this is your final report (Normally fourth year) please provide an overview of your term of appointment below:

Who should I contact?

Quality Team

ext_examiner_quality@aston.ac.uk

Please contact the Quality Team with queries related to **reports, expenses, payments or with any general queries regarding the External Examining Process** at Aston University.

Programme Director

Please contact the Programme Director if you have **any queries about the Programme itself, the exam boards or any campus visits**.

You should have contact details for the Programme Director - please contact the Quality Team if you do not have this contact information.

All of today's presentations, additional guides and information will be uploaded to [Information for External Examiners | Aston University](#) later this week.

Questions

