

External Examiner: Directions to Assessed Work on Blackboard or Online

If you are an **External Examiner**: please read this form carefully. It provides details of where to find assessed work to examine and, where appropriate, which specific submissions.

(You can edit this form to track your progress if you wish, for example, by prepending a * to completed items.)

If you are an **Administrator**: please read the *Notes for Administrators*, at the end of this document.

Academic Year	Course Discipline and Catalogue Number
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Tools used for assessed work in this course:

Turnitin UK assignment(s)	Blackboard test(s)
Blackboard assignment(s)	Other Blackboard tool(s)
Other online method(s)	

(Turnitin UK assignments are found through Blackboard Control Panel > TurnitinUK Assignments)

Turnitin UK assignments

Specific Turnitin UK submissions

Blackboard tests

Specific Blackboard test submissions

Blackboard assignments

Specific Blackboard assignment submissions

Other Blackboard tools
(Discussions, Blogs, Journals, Wikis...)

Specific other Blackboard tool submissions

Other online method(s)

Specific other online submissions

Notes for Administrators

1. You should be viewing this form in **Adobe Reader**. If you are not, please close this and reopen using **Adobe Reader**. With Adobe Reader installed, you can force it to open this file by right clicking the file, left clicking "Open with..." and choosing **Adobe Reader**.

2. Make a copy of this file and rename it, replacing [Year&Course], with the academic year and correct course code e.g. *UoM_ExternalExaminer_AssessedWorkLocationsForm_[UCOL10101].pdf*
Open *that* file now, instead of this one, and continue to step 3.

3. Please fill in the sections of this form carefully, detailing the locations, titles and (if required) specific student submissions of assessed work to be inspected by the **External Examiner**. For specific student submissions, provide whichever is most appropriate of:

- * the title of the work
- * the students' id numbers
- * the students' names

If the **Marked Papers** area in a **Turnitin UK** assignment has been used, indicate this clearly.

If the submissions are in more than one assignment inbox, clearly group them and indicate which submissions will be found in which assignment inbox.

4. Assuming you are using Adobe Reader, click the Save button (top left) or press Ctrl + S.

5. Upload this file to the correct Blackboard course, placing it in the most appropriate location according to the existing structure of the course (such as in "Assessment"), or use/create a Content Area named "External Examiner". Bear in mind, External Examiners may not be familiar with Blackboard or our specific use of it, so an intuitive and obvious location is best.

The simplest way to upload the file:

- a. Enter the course
- b. Switch Edit Mode to On if it isn't already
- c. Mouse over "Build Content", then click on File
- d. Click "Browse My Computer" and select this file
- e. Set "Open in New Window" to "Yes"
- f. Copy the filename and paste it into the "Name" field
- e. Click "Submit"

4. If appropriate within your School's procedures, attach this file to an email along with any other information for the External Examiner of this course.
