

Dear External Examiner,

**Alternative Approach to some assessments during Term 2 - 2019/20**

We hope this communication finds you well.

As you would probably expect, the university needs urgently to implement a number of alternative assessments as a result of moving all teaching and assessment on-line during the current Covid19 health emergency.

We are writing to you as a valued contributor to the assurance of our assessment standards, in order to keep you informed of our approach.

To support our students as best we can in this difficult time, we must very quickly approve alternative assessments where an existing assessment method, such as an exam or public performance, can no longer go ahead. It is therefore possible that, when it comes to moderating the assessments produced by our students, they will not have used the task you previously approved.

In order to maintain academic standards through this period, each School has produced a digital delivery plan, which includes details of assessments that will be changed. Where an alternative assessment is needed, this will be approved internally by our School Directors of Education and Experience. This process will then be monitored by our School Learning and Teaching Quality Committees.

No doubt you will be busy with similar preparations in your own setting. We will look to inform you of changes to assessments, however we will not add to your workload by asking for your approval of the changes. This will also ensure we are able to let students know as quickly as possible about changes which impact them.

We will add a section to the end of year annual report in order to pick up on any feedback you have.

If you do not hear anything more from us on this subject, it is likely that the planned assessment will go ahead, which is expected in most cases.

Our assessment unit are currently making contingency plans for Assessment Boards. It is almost certain that we will need to hold these remotely with your sign-off being an integral part of the process.

In the meantime, if you have any questions, comments or concerns you can contact your School contact/s directly, or the QAE team at [gae@uel.ac.uk](mailto:gae@uel.ac.uk). Additionally, as our current working environment is changing, I would ask you not to send any correspondence via the post. Please scan documents and send them via email to the relevant staff within the school or to the external examiners' administrator.

More general details of our approach to dealing with this crisis are published on the UEL website at:

<https://www.uel.ac.uk/about/coronavirus>

Many thanks for your continued support and understanding at this time.

Best Wishes  
Philip Brimson  
Quality Manager (Validation & Review)

