

## Email to External Examiners 22 May 2020

Hello there NCAD External Examiner, I hope you're keeping well.

This is an update on assessment processes at NCAD, and some further information on changes to processes for External Examiners. I have included this email on the [External Examiners' webpage](#) on [www.ncad.ie](http://www.ncad.ie). To find the page, go to the website, click on Staff at the top of the page, and then select External Examiners from the menu on the left of the Staff page.

### Student assessments

NCAD's Academic Council met on Wednesday 6 May 2020, and approved alternative assessment plans for our students.

NCAD has continued to provide teaching using on-line technologies; both students and staff have shown remarkable resilience in responding to the changed circumstances.

Although initially planned, students will not have access to the College campus and facilities to complete projects. Alternative online submissions are now being finalised for all students.

### Role of the External Examiner

The role of the External Examiner remains unchanged in the current circumstances. External Examiners will review:

- i. Academic standards.
- ii. Curriculum development.
- iii. Assessment and grading strategies and practices.

### Related documents on website

You will find some useful documents relating to assessments in the current situation on the External Examiners' page of [www.ncad.ie](http://www.ncad.ie):

- [NCAD Learning Teaching & Assessment Response External Examiners Covid-19 May 2020](#)
- [NCAD Safety-Net Policy 8-4-2020](#) (approved by NCAD Academic Council on 03 April 2020)
- [Covid-19 Measures Full-updated Alternative Assessment Guidance for Final Award Students](#) (approved by NCAD Academic Council 06 May 2020)

### Students completing their programme in 2020

Students who are completing their programme at the end of the Spring Trimester will complete their assessments by the end of May. Assessments will be submitted online through Google Classroom.

In the next few weeks, you should hear from the Head of Department or Programme Director about specific details for moderating NCAD assessments. If you don't hear from your faculty contact in the coming weeks, please get in touch with me and I will follow up with the appropriate staff members.

### Viva

All graduating studio-based students completing this Trimester will be required to discuss their work in the form of a 15-30 minute 'viva', a short interview in which the student answers questions from the team examining their work. The role of the viva is to support students in demonstrating their achievement by contextualizing, positioning, synthesising and connecting the elements of their work, and the place of their work in the wider world.

## Email to External Examiners 22 May 2020

### Google Classroom and Zoom

To ensure you can moderate the assessment processes in NCAD programmes, your faculty contact (Programme Director or Head of Department) will provide you with access to Google Classroom. Any interviews with students will be facilitated using Zoom.

### Postgraduate students graduating in 2020

Postgraduate students graduating following the Spring Trimester will follow the same process as above. Postgraduate students studying on a three-trimester programme will complete their programme in August or early September, at which time the Programme Director will be in contact with the External Examiners moderating those programmes.

### Student annual evaluations

Students at NCAD have many opportunities to provide feedback on their experience at the College. Half way through each trimester, a student forum takes place where students meet with a facilitator to discuss their programme, their experience at NCAD, and the feedback and assessment processes. Sadly, it was not possible to hold student forums in the Spring Trimester. However, you can ask your Head of Department or Programme Director for a copy of the report from the Autumn Trimester.

The annual online student evaluation will be completed as usual, but final students will complete the evaluation at the beginning of July. The results won't be available for your report this year. You can request the results or a report on the evaluations completed in June 2019. Next year, you will have access to the results of the 2020 evaluations.

### Fees

On submission of External Examiner Report, external examiners will be paid two day's fee. That is €250 (gross) x 2 = €500. As there is no physical visit involved, expenses will not apply. Tax will be deducted from the fee before payment, and so you will receive the usual fee (approx. €230 per day).

As the claim form will be much the same for each Extern, as soon as you submit your report, I will generate a claim form and send it to you to confirm details. You will just need to return the form, confirming all is correct, and I will submit the form to NCAD Payroll for payment.

### Changes to External Examiner processes

#### Changes to how fees are quoted

Although you may see different figures in revised External Examiner forms and guidelines, the fees have not changed. However, to reflect that each individual may have different tax situations, fees are now stated as gross (before tax). When you are reimbursed for your fees (and expenses, when once again you visit NCAD), you will receive a payslip which will explain what amount has been deducted for tax purposes.

The fees for external examining are:

|                          |              |                  |
|--------------------------|--------------|------------------|
| <b>Interim visit</b>     | €210 per day | One day only     |
| <b>End of year visit</b> | €250 per day | Maximum two days |

If the current conditions continue, and visiting NCAD is not possible, the same arrangements will be in place:

|                               |      |   |
|-------------------------------|------|---|
| <b>Interim moderation</b>     | €210 | Equivalent to one day's interim visit     |
| <b>End of year moderation</b> | €500 | Equivalent to two days' end of year visit |

### Date of birth

The Irish Tax & Customs office have asked NCAD to ensure that each External Examiner can be identified. As a result, I will resend you the New Client Form that you have completed already, with the addition of a space for your date of birth. Please complete your date of birth in this section to ensure your details are complete for processing payments and tax calculation.

## Email to External Examiners 22 May 2020

Be assured that your personal details are only used for the processes required so that you can carry out your role as External Examiner to NCAD. At any point, you can ask for a copy of this information.

### External Examiner webpage updated

The External Examiner webpage on [www.ncad.ie](http://www.ncad.ie) will be updated next week.

### Claim forms

From next week we will have just two claim forms: one for Irish residents (green form), and one for non-Irish residents (red form). In the expenses part of the forms, the red form for non-Irish residents has a section for Euro expenses, and a section for other currencies.

### Guide to fees and expenses

The Guide to fees and expenses will also be updated next week to reflect recent changes from Irish Tax & Customs. Note that the fees quoted are the gross amounts, before any tax is deducted.

I wish you well. If I can be of any help with your work with NCAD, please email me.

Cheers

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