

**From:** [French, Richard](#)  
**To:** [Antonio Sassano](#)  
**Cc:** [Bullivant, Elizabeth](#); [Hynes, Catriona](#)  
**Subject:** External Examiner Start of Year Information  
**Date:** 21 November 2023 12:09:42

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Dear Antonio,

Welcome to the new academic year. We are emailing to confirm the dates and times for the Departmental Assessment Boards (DABs) that you will be involved in during the 2023/4 academic year.

The Departmental Assessment Board dates for 2023/4 are:

Board Name	Board Date	Time
AHP & SWSC DAB 1	12/12/2023	2:00pm
AHP & SWSC DAB 2	28/02/2024	2:00pm
AHP & SWSC DAB 3	18/04/2024	2:00pm
AHP & SWSC DAB 4	26/06/2024	2:00pm
AHP & SWSC DAB 5	06/08/2024	2:00pm
AHP & SWSC DAB 6	04/09/2024	2:00pm
AHP & SWSC DAB 7	02/10/2024	2:00pm

As in previous years you are required to participate in each of the DABs – all paperwork associated with the DAB is accessible from our SharePoint site via the following [link](#). Your login 'USERNAME@hallam.shu.ac.uk' and password will be the same as in previous years, although please note that you may need to [reset your password](#) in line with our IT Policy. If you have any issues accessing this please follow the guidance in our [Guide to the DAB Documentation Site](#).

You will receive an Outlook meeting invitation to each of the DAB meetings, this will include the Zoom/Teams link shortly before each DAB.

#### Role of External Examiner at the DAB

- Review the DAB Reports for all courses and confirm that due process has taken place.
- Provide verbal feedback within the DAB (if in attendance).
- Complete an absence proforma including any written comments if relevant (if unable to attend).
- Attend Course and Module Review Meetings with relevant academic staff prior to the DAB (where you will be invited by Course Leaders).

To help you prepare for the meeting we will email you a link to all the paperwork, including agenda and DAB Reports. This is usually done 2 working days prior to the meeting.

Further information to support you in your role including Expenses Forms, Policies and Regulations, and Roles and Responsibilities, can be found on the [External Examiner Hub](#).

If you have any queries, please contact the Academic Administration team via [alliedhealth@shu.ac.uk](mailto:alliedhealth@shu.ac.uk) or by contacting me directly via [r.french@shu.ac.uk](mailto:r.french@shu.ac.uk).

Many thanks and kind regards,

Richard French  
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