

I want to get my NILE site ready for an External Examiner. What do I need to do?

FIRSTLY - Please read ['What do we do about Internal Moderation? A guide for staff'](#) - and then:

1. Prepare the External Examiner Shared Folder
(this can even be done at the start of the Year, when setting up your NILE site)
 - From the menu bar on the left, click External Examiner (this link is not available to students)
 - Click Open shared folder (this contains two folders: Assessment 1 and Assessment 2)
 - If you have only one Assessment, you can remove the other one – click the box to the left of the folder icon, and click Delete
 - If you have more than two Assessments, you can copy either, to create a new one (Each folder contains a marking template 'External Examiner assessment moderation template', which your EE can download to use. If not suitable, you can leave or remove it)
 - Rename each folder with an Assess ID and Assessment Description (e.g. AS1 – 800 word Written Assignment; ES1 - 2,000 word Essay)

2. Add an External Examiner to your site:
 - From the Control Panel, click Users and Groups > Users
 - Enrol User > Find User to Enrol
 - Browse > change search term to Last Name
 - Type the surname into the blank text box > click Go
 - Select the person (**External Examiner usernames start with 581**) > click Submit
 - (**N.B.** You should only be enrolling '581...' accounts for External Examiners. If you cannot see a 581... account for them, please they should contact <mailto:quality@northampton.ac.uk>)
 - Change Role from Student to Instructor > Submit

3. Add the names of the students whose work is to be externally moderated:
 - From the Control Panel, click Users and Groups > Groups
 - Move your cursor over the title of the External Examiner group,
 - and click the grey drop-down arrow that appears at the right of the title
 - Click Edit Group
 - Scroll down to Add Users
 - Click the box to the left of each name to be added, then click Submit
 - Click Submit at the next screen (to confirm)

4. Check that the names and grades of the students to be Externally Moderated are appearing in the Grade Centre:
 - From the Control Panel, click Grade Centre
 - Click External Examiner (this is called a Smart View – it is a view of all grades, focussed to the names in the External Examiner group)
 - If you have more than one External Examiner, and need to set up another Smart View, [click here](#)

5. Share information relevant to the Assessment with your EE by uploading it into the relevant Assessment in the Shared Folder (this can be done after Internal Moderation). Click here for [A guide for External Examiners](#))
 - Upload
 - Upload Files
 - (Check top-right, to make sure that Single File is selected, and not Multiple files)
 - Choose File
 - Submit