Managing External Examiner Access

For other system procedures and rules see the Wisdom manual index
For help with related topics please see the Wisdom Help Index

Requesting access to University IT Systems
Schools ask External Examiners to complete and return a form that asks them to confirm their acceptance of the University Computing Regulations and IT Security Policy. Staff based in the School add details including the module code and title and submit the form to IT Support for processing.

The form will also be included in the induction pack provided by Registry.

Creating Active Directory accounts and issuing passwords
IT Support process these forms in line with the procedure for creating non-standard external-examiners active directory accounts. This will include enabling access to UniLearn where it has been indicated. The Record Management Service should be notified (copied) so that electronic access to examination papers can be provided.

On completion, IT Support inform the School that the accounts have been created. The School sends the External Examiner email confirmation of their appointment and password. This should include a link to UniDesktop
*passwords can be used to access other IT Systems including UniLearn.

link to Unidesktop https://unidesktop.hud.ac.uk/unidesktop
link to Help Page http://hud.ac/unidesktop-help

New External Examiners will receive a demonstration in using UniDesktop during their induction day (Registry part). Expectations of External Examiner accessing records electronically will be re-enforced during the School External Examiner induction.

If things go wrong!
External Examiners can seek guidance through their School contacts, IT support will be able to assist with technical queries.

The NORMAN service is also able to assist with queries relating to UniDesktop during out of hours.
Dear {External Examiner}

The School of {name} is happy to grant you access to the relevant areas of our University IT Systems in order to support your role as External Examiner.

As is normal in such circumstances, we need to ask that you are happy to abide by the relevant University regulations which govern your use of our IT systems.

In order to complete the process and in consideration of granting you access, please confirm that:

- You will familiarise yourself with and comply with the University’s Computing Regulations
- You will familiarise yourself with and comply with the University’s IT Security Policy
- You acknowledge and agree that you will access the University’s IT systems and the data and materials contained on such IT systems only as necessary to complete your role as External Examiner; and you further undertake not to alter, copy, or reuse any materials or data found therein.
- You acknowledge and agree that all information on our IT systems belong to the University of Huddersfield and that it shall be entitled at its discretion to take any steps to protect such information.

*If you are happy to agree to the above, please reply to this email, by pasting the text below into your reply and we will then organise appropriate access for you as quickly as possible:*

I agree and accept that in consideration of being provided access to the University of Huddersfield’s IT systems, I confirm that:

- I shall familiarise myself with and comply with the University’s Computing Regulations
- I shall familiarise myself with and comply with the University’s IT Security Policy
- I acknowledge and agree that I shall access the University’s IT systems and the data and materials contained on such IT Systems, only as necessary to complete my role as External Examiner; and further undertake not to alter, copy or reuse any materials or data found therein
- I acknowledge and agree that all information on the IT systems belongs to the University of Huddersfield and that it shall be entitled at its discretion to take any steps to protect such information.

*Please complete the boxes marked with an asterisk*

<table>
<thead>
<tr>
<th>Last name</th>
<th>*</th>
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<tbody>
<tr>
<td>First name</td>
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<td>Email address</td>
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*To be completed by University staff:*

<table>
<thead>
<tr>
<th>School</th>
<th>(Inc details of department/subject area)</th>
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<tbody>
<tr>
<td>Module title</td>
<td>(Inc code)</td>
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<table>
<thead>
<tr>
<th>Access to UniDesktop</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Access to agreed content held in Wisdom</td>
<td>Yes</td>
</tr>
<tr>
<td>Level of access required in UniLearn (please specify)</td>
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