**External Examiner remote attendance at Exam Boards
(via Video Link)**

**Process**

Invite External Examiners to use the option of attendance via skype if they are unable to attend the examination board in person. Please ensure you have the relevant quorum for the exam board in physical attendance.

Ahead of the exam board:

* Book a suitable room for exam board for use of Skype (think about Wi-Fi connections etc., as not all rooms are suitable; ensure that Examiner has suitable WiFi / Internet connection to ensure high quality video call.
* Book laptop and Skype kit via AVS <https://bookitav.essex.ac.uk/>.
* Obtain the examiners Skype name and ensure that you complete a ‘contact request’ process before the board.
* If more than one examiner attends via Skype, ensure that you have group video calling facilities and are aware of the process for group video calling.

On the day:

* It may be helpful to have an additional member of the professional services team present in case of any IT issue, and to run the Skype element of the exam board.
* Ensure that the professional services team arrive early (at least 30 minutes) to allow board to start on time.
* Think about the order of courses dependent on Examiners availability; give Examiners option to end Skype once their course has been considered.
* Think about Skype etiquette, ensure that Chair introduces everybody, remember to speak clearly, set up room to allow person attending via Skype to see all in the room.