External Referencing of Standards (EROS) Process for Triads

External Referencing Process for Triads

Once the institutions participating in the external referencing process for the selected discipline area have been nominated, it is recommended the following steps be undertaken. Ideally, a triad of three participating institutions (A, B and C) would be involved; however, there may be circumstances where it is only two institutions can be involved (A and B).

Key steps

1. The participating institutions nominate the selected units and the discipline staff to be involved in the external referencing process. It is recommended that at a minimum the unit coordinator for a selected unit is nominated. The relevant program coordinator/manager may also be involved.

2. The nominated staff from the participating institutions form a cross institutional group.

3. Each group conducts an informal introductory conversation via Skype to share their expectations of the pilot, introduce the selected units, discuss any questions they may have, and generally get to know each other prior to beginning the referencing process.

4. Each institution provides (via institutional coordinator) the selected unit referencing materials (see checklist on the report template) to the other group members.

5. During any stage of the process, reviewers can request more information, or clarification of information provided.

6. Participants each individually reference work samples with regard to background material provided as follows:

   • A and B reference C's samples

   • B and C reference A's samples

   • C and A reference B's samples

7. Each reviewer drafts responses to the questions on the feedback template and notes areas where any additional information may be necessary to further inform the reviewer's understanding of the assessment context.

8. Draft feedback should be sent to the originating institution.

9. The group meets (via Skype or Collaborate) to converse about the units referenced guided by the following points:

   a) Comment on the overall referencing experience

   b) Clarification of questions that arose during the referencing process (e.g. conditions under which the assessment task was performed, how the task related to similar tasks in other units likely to have been undertaken by the same students etc.)

   c) Feedback from the reviewer perspective on the appropriateness of judgements. Feedback should be supported by explanatory comment regardless of whether or not judgements were deemed appropriate

d) Comment on areas likely to benefit from further attention

e) An invitation to the externally referenced institution to comment or ask questions

f) A summary of the main points raised during the conversation

10. Reviewers individually complete their external referencing report, which is returned to the institutional coordinator.

11. Final reports are discussed between the relevant program and unit coordinator who participated in the external referencing pilot. Any errors of fact in the reports may be corrected at this stage. Responsive action is determined, briefly documented on the template and followed up according to school or faculty processes.