**External Examiner reports procedures**

# Initial receipt of reports

1. All External Examiners’ reports are usually received by
	1. The Examinations Administrator - For all undergraduate courses (including the Dip/BSc Health Care Practice),
	2. Head of Postgraduate Administration - For taught postgraduate courses.
2. Reports are forwarded to the Quality and Partnerships Directorate for acknowledgement on behalf of the Vice-Chancellor. Reports are also screened by the Director of Quality and Partnerships to identify issues that require immediate investigation.

**Circulation of reports**

1. Reports will be circulated as soon as it is practically possible to do so by the Examinations Administrator and Head of Postgraduate Information. Circulation of reports will reflect the issues raised by external examiners; reports containing significant or specific issues will be given a wider circulation. The Director of Quality and Partnerships will decide if reports will be circulated beyond the Course Teams and assessment leads following initial screening (see paragraph 2).
	1. MBBS

All reports will be routinely circulated to

* Mr Kevin Hayes, Head of Assessment
* The Chief and Responsible Examiners
* The Course Director
* Katie Perkins, Head of Exams
	1. Other undergraduate courses
* Course Director
* Chair of the Board of Examiners
* Chief Examiner (where appointed)
	1. Postgraduate courses
* Course Director
* Assessment Lead (where the role has been identified)
* Chair of the Board of Examiners.
1. Reports will be circulated to reflect the severity of the issues raised in the report with critical reports receiving a wider circulation. At the discretion of the Director of Quality and Partnerships, reports may be circulated to one or more of the following:
	* The Deputy Vice-Chancellor (Education)/ Director of the Institute of Medical and Biomedical Education
	* Academic Lead for Quality and Partnerships/chair of QAEC
	* The Director of the Institute of Medical and Biomedical Education
	* Chair of UPC
	* IMBE Heads of Centre
	* The Dean of the Faculty of Health, Social Care and Education
	* The Deputy Head of the Graduate School (and Chair of TPCC)
2. An External Examiners Log will be maintained as a record of the circulation of reports.

**Chasing non submitted reports**

1. Reports should be submitted within four weeks of the main Board of Examiners’ meeting. Reports will be chased on two occasions by Examinations Officer (for undergraduate programmes) and the Head of Postgraduate Administration. If a report is not received:
	* The Course Director/Chief or Responsible examiner will be invited to contact the external examiner.
	* If the contact is not successful (or if the Course Director/Chief or Responsible examiner does not wish to intervene) the matter will be escalated to the Director of Quality and Partnerships to chase on behalf of Senate.
	* If reports are not submitted, the Quality Manual process for terminating an appointment will be invoked.

**Indicative timelines**

1. For a Board of Examiners meeting, indicative timelines for tracking reports are as follows:

|  |  |  |
| --- | --- | --- |
| **Working weeks** | **Activity** | **Lead** |
| **-4** | Blank reports sent out | Examinations Officer (for undergraduate programmes) or the Head of Postgraduate Administration |
| **0** | Board Meeting |  |
| **+4** | Reports not received are chased  | EO (for undergraduate programmes) or the Head of Postgraduate Administration |
| **+5** | Reports not received are chased  | EO (for undergraduate programmes) or the Head of Postgraduate Administration |
| **+6** | Non-submissions referred to CD/CE/RE for chasing  | CD/CE/RE |
| **+8** | Non-submissions referred to QPD for chasing  | QPD |
| **+10** | If reports are still not received, termination procedure to be invoked | QPD |

**Responding to reports**

1. All external examiners will receive a response to their reports. Responsibility for responding to reports rests with the Course Director or the Chief and Responsible Examiners (where such roles exist). Responses must be copied to the Examinations Officer and Head of Postgraduate Administration who will confirm that a response has been sent on the External Examiners Log.
2. For critical reports with a wide circulation, the response will be agreed with the Academic Lead for Quality and Partnerships (see paragraph 4) prior to despatch.
3. For undergraduate reports, responses to reports will usually be sent by 30th September. An equivalent date will be published for PGT reports. Responses may be delayed if the report is not received within the four week timeframe within which reports should be submitted. Responses may also be delayed if more time is needed to agree a response with senior staff (see paragraph 4).
4. If a response is not sent, the Examinations Officer and Head of Postgraduate Administration will chase on one occasion. No-replies will be referred to QAEC.

**Student access to external examiner reports**

1. It is the policy of the Institution to share the contents of external examiner reports with student representatives usually by including external examiner reports in Course Committee agenda papers. In the case of the MBBS programmes, reports may be considered by MAC. The inclusion of reports may be delayed until such time as the response to issues raised in the reports has been agreed.
2. Individual students can ask to see reports at any time. Student entitlements to receive reports will be published on the exams page on the portal.

**Monitoring committee**

1. If it is the policy of the monitoring committee, external examiner reports will be included on receipt in the agenda papers for the next meeting of the committee (or its sub-committee).
2. External examiner reports will be appended to the annual monitoring report for the course (or part of course) when the monitoring report is submitted for committee approval.

**Personal data**

1. Any personal data relating to an External Examiner (e.g. the National Insurance number and home address of the Examiner) must be obscured before the report is distributed.

#### Tracking

1. The nominated registry officer will maintain an External Examiners Log for each academic year that includes the following:
* Date of despatch of blank report form to examiner,
* Receipt of completed report,
* The person to whom the report has been passed for information or for action,
* Confirmation that a response has been made.

#### Annual report

1. The Director of Quality and Partnerships will prepare an annual summary report of external examiner reports based on issues raised in external examiners’ reports and data in the External Examiners Log. The report, prepared in September to cover reports submitted in the previous calendar year (to allow undergraduate and postgraduate reports to be considered at the same time), will be submitted to QAEC.