

## Process for the Annual Consideration of External Examiner reports

The processes for the effective scrutiny of external examiner reports (including those for collaborative provision) are:

- a. All external examiner reports are read by the Academic Registrar or Deputy Academic Registrar and graded accordingly<sup>1</sup>.
- b. Quality & Standards Committee (QSC) considers<sup>2</sup> all external examiner reports (early September for UG, late October for PG<sup>3</sup>) and reports on:
  - i. The meeting of standards
  - ii. Good practice
  - iii. Issues – including cross-University themes
- c. The QSC report is shared with Schools, Registry and Chair of the Education Committee (EC).
- d. External examiner reports, plus QSC report, are discussed at programme and at School level (via the School Quality Panel (SQP)), with issues identified, actions proposed (with timescales) and good practice noted.
- e. Responses<sup>4</sup> to reports are reviewed at SQPs and approval recommended to the Head/Dean of School.
- f. All of the above feeds into the Annual Quality Report.

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<sup>1</sup> See procedure for reviewing external examiner reports

<sup>2</sup> This will be based on reading groups with Chair of QSC and Registrar reading all reports

<sup>3</sup> Late reports will be considered by the Chair and Deputy Chair of QSC

<sup>4</sup> On receipt of the report, Registry will continue to send an acknowledgement indicating the process for considering the reports.

# External Examiner Reports Process

