

Last Updated: October 2018

Guidance on Responses to External Examiner Reports

Providing a formal response to the external examiner (EE) report at programme level is an essential part of the University's quality assurance processes and the points below should be followed:

1. It is the responsibility of the Programme Convener (or equivalent at collaborative partner institution) to devise a considered response within 4 weeks of the receipt of the external examiner report.
2. The formal response should be provided on the standard University template which is available on the [External Examining](#) web page. The response should address:
 - all instances where the predetermined (yes/no) questions in the EE report have received a negative judgement;
 - any other EE recommendations/observations offered for the programme's further consideration.
3. The response should outline the programme's view of the comment/recommendation provided by the external examiner and what action (if any) will be taken as a result. Responses deemed inadequate as part of the Programme Annual Review scrutiny will be referred back to the programme.
4. It is the responsibility of the Programme Convener to send the response to the external examiner in electronic form. The Academic Office and the Programme Administrator should be copied into this correspondence.
5. A formal response on the University template should also be produced in cases where the report identifies no particular points for the programme's consideration. To demonstrate to the external that appropriate scrutiny of their comments has taken place, Programme Conveners provide a brief overall view of the report in the space provided on the response template.
6. If more than 4 weeks is required to provide the response, the Programme Convener should produce an initial response within this time frame, to be followed by a fuller, more considered response. The time frame for the latter should be stated clearly in the initial response.
7. The response to the EE report is central to the annual evaluation of programmes and forms part of the Programme Annual Review (PAR) documentation. It should, therefore, at the very latest, be produced by the time of the PAR submission. The Academic Office monitor responses across the University and file them centrally.
8. Collaborative partner programmes should send their response to the Link Tutor for approval before sending it to the external examiner. The final, confirmed draft of the response should be shared with the Academic Office.
9. The Programme Administrator should make the response available to students on the appropriate programme Moodle site along with the external examiner report. Collaborative partner programmes that use a different type of virtual learning environment or another tool for communication with students must ensure the publication of the EE report and the corresponding response in accordance with their resources.
10. Academic Services Manager should monitor that responses are routinely made available to students via Moodle, alongside the external examiner reports.
11. Comments which require a response from the University (e.g. Deputy Vice-Chancellor or Academic Registrar), will have been noted upon receipt and the Convener informed.