

## External Examiner Reporting System (EERS)

### Guidance for Schools on changes in response to Covid-19 pandemic

#### 1. Reporting deadlines

The reporting deadline for Undergraduate External Examiner reports for 2019/20 has been **extended** from 31 July to **30 September 2020**. Unfortunately, it is not possible to change report deadlines in bulk in the system. Therefore, College and School users who are registered in the system as **School Contacts will need to amend the submission deadline of reports** on an individual basis. There is guidance on how to do this on the Student Systems web page (link below), under the heading 'How do I amend a report deadline?': <https://www.ed.ac.uk/student-systems/support-guidance/admin-support-staff/programme-course-maintenance/external-examiner-reporting/school-key-contacts>

**NB:** The deadline for Postgraduate Taught External Examiner reports remain unchanged at 30 November 2020. If there is any change to this we will let you know.

The deadline for responding to External Examiner reports will remain as within six weeks, as set out in the External Examiners for Taught Programmes Policy:

55. A senior person responsible for teaching and quality assurance matters (the Academic Response Co-ordinator), designated by the Head of School, will take responsibility for responding to each External Examiner report. Schools will respond to External Examiner reports within six weeks so that information in the reports is acted upon promptly in order to maximise its use to Schools and students. This response will demonstrate that the University has given full and serious consideration to the comments made and indicate what actions will be taken as a result.

#### 2. Automatic reminders

EERS generates automatic reminders for External Examiners when their reports are due/overdue. These have been turned off until 30 September 2020 to avoid sending unnecessary communications to our External Examiners.

#### 3. External Examiner participation in Boards of Examiners meetings

Senate Academic Policy and Regulations Committee has agreed a concession to the requirement that each External Examiner should physically attend at least one Board of Examiners meeting a year. Nonetheless, Boards of Examiners are still expected to operate with the participation of an External Examiner. Where a Board of Examiners is encountering difficulties securing the participation of an External Examiner, the relevant School should contact their College Office for advice.

Academic Guidance FAQs on teaching and assessment is published on the University's Covid-19 SharePoint site:

<https://uoesharepoint.com/sites/Covid19> (UoE only: EASE log in required)