

Readers

A Reader is anyone who has a vested interest in an External Examiner report, and any number of readers can be added to each report. Once allocated to a report, Readers may view submitted reports at any time. Readers are notified once a report has been submitted, and are on hand as a consultant for the Academic Response Co-ordinator, to provide feedback on report recommendations. The Reader also advises on data protection breaches.

Academic Response Coordinators

The Academic Response Co-ordinator is responsible for the reviewing and responding to External Examiner reports. They are responsible for collating Reader responses, which will be used as a basis for formal response to the External Examiner. They can also monitor upcoming reports due to be submitted by the External Examiner, requiring their response. The Academic Response Coordinator also advises on data protection breaches. Only one Academic Response Coordinator can be added to each report.

Expectations

The External Examiner reports are divided up into the following themes:

1. Provision of Information
2. The Assessment Process
3. Board of Examiners Meetings
4. Academic Standards
5. Issues raised in previous reports
6. Programme Development and Enhancement
7. Term of Office

Themes 1-5 contain a number of closed questions that must be answered by selecting yes, no or N/A (where applicable). Where a question is answered as yes, the External Examiner has the opportunity to provide a commendation or suggestion. Where a question is answered as no, the External Examiner must then describe their issue and their recommendation.

Themes 6-7 contain open questions where the External Examiner is invited to provide comments and suggestions

Readers are expected to provide comment on any specific commendations, suggestions and issues raised in the report that relate to their expertise; general comments that relate to themes as a whole or on the entire report, are not useful. When preparing their feedback for the Academic Response Coordinator, the Reader should make it clear as to which answer they are commenting on, as this makes it easier for the Academic Response Coordinator to review Reader feedback and to prepare their responses.

Once the Academic Response Coordinator has received all Reader responses, they must then review the information and decide on how to respond to each External Examiner comment. The Academic Response Coordinator must ensure that each suggestion and issue is responded to.

Please also be aware that commendations may also contain suggestions, so care must be taken to read all comments thoroughly. If a commendation does contain a suggestion, then it would be appropriate for the Reader to provide comment; again, taking care to refer to the specific answer.