External Examiner Annual Report

This document will provide an overview of accessing the online form. Please refer to the Academic Quality Services website for advise on completing specific sections of your report.

Your dashboard will list reports submitted by External Examiners for programmes within your area:

Click the Open Report button to open the online form.

If you have already submitted your responses this option will open a read only version.

Report: First Screen

Information containing the type of report – level / internal or collaborative (*collab will include the name of the collab org*)

Programme list, including SIS programme codes. List is based on the examiners current tenures*

* Not all programmes will necessarily have students currently enrolled. The report responses are relevant to those with recent student activity/boards of examiners.

Information on expected completion period for submitting the report to Academic Quality.

If you are <u>not</u> the programme leader (or Director of School) who will be completing the report please contact Academic Quality. A link to their email address is within this section. *Do not complete the report – Quality will change the nominated person*.

Data protection statement:

The report cannot be started until the Data Protection box has been ticked.

If you are returning to a draft version of your report, the data protection box will be ticked and greyed out and the 'Next' button will take you straight to the report

Programme Team Response

A response from the programme team is required for each section. The box to enter your text is amber coloured, and is at the bottom of each screen (following the external examiner responses):

| Return to the last section. Any responses on the current screen will be saved | Save for later. Select this option to save all responses entered so far as a draft. The report can be returned to later for editing. | Continue to the next section. Move to the next stage of the report. |

Submit your Report

Once all sections have been completed there will be a submission option:

From here, you have the following options:

Select this option to save the report as a **draft**.

You can return to the report later and continue to review or edit the responses.

OR:

Submit report to the next stage – Programme Leader:

If the system does not automatically select a Director of School* to review and sign off the report, you will be prompted to select the relevant person here.

If you are unsure, please save as draft (above) and return once confirmed – the report cannot be submitted without this selection.
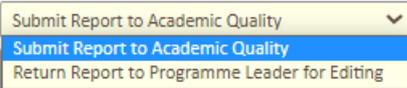
Submit Report: Send report to the Director of School.

The School Director will receive an automated email when you click Submit. If you would like to include any additional comments in the email please enter them into the comments box.

* This will usually occur if there are multiple directors within one school

Submit report to the next stage – Director of School:

If you are reviewing the form as the Director of School you will see the following submission options:

- **Submit Report to Academic Quality**
  Report is complete - Academic Quality will receive an automated email to review and sign off as final completion.

- **Return to PL for editing**
  Programme leader will receive an automated email with the details. They will be able to access the form and change their responses.
  You will receive the form back once updated.

Depending on the action selected above, the relevant member of staff will receive an automated email. If you would like to include any additional comments in the email please enter them into the comments box