

External Examiner Annual Report

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

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



Open Report:

Open Online Report >>

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



Report Details:

Name of External Examiner
External Examiner Home Institution
PGT Internal Programmes
Programme Code & Title

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.



Current Report Status:

Reference No:
Submission:
Status:
School Response:

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

If you are not 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:



Data Protection:

Please be reminded that these reports are shared with students, colleagues, and (if required) other organisations such as PSRBs. Therefore, when completing reports and responses, staff and External Examiners must ensure that they do not include:

- Individual names of staff and students;
- Any information by which an individual could be identified, or by which they could identify themselves;
- Any information which is potentially sensitive or confidential.

Please tick here to confirm that you have read and understood this information:

Click to begin completing your report >>

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



Please tick here to confirm that you have read and understood this information:

Next >>

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):

The screenshot shows a form titled "Programme Team response to this section:" with a large amber-colored text area for input. Below the text area are three buttons: "<< Previous", "Save & Close Report", and "Next >>".

<< Previous: Return to the last section. Any responses on the current screen will be saved.

Save & Close Report: 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.

Next >>: 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.

responses at any time before submitting the final version:

OR:

Submit report to the next stage – Programme Leader:

PROGRAMME LEADER REPORT SUBMISSION:

Please select the relevant Director of School for

Please select...

If you would like to include any additional comments in the email to the Director of School please enter them here:

Optional

Submit Report >>

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.*

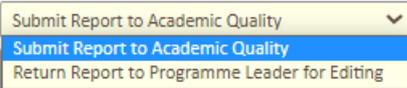
Submit Report: Send report to the Director of School.

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:

Action: 

- **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

Additional Comments (Email): 

