

RESPONDING TO EXTERNAL EXAMINER REPORTS GUIDANCE FOR COLLABORATIVE PARTNERS

Introduction

External examiners are an essential element of any university's quality processes. Externals can compare the student work done at QMU (and its partner organisations) and confirm that it's at the same academic level as student work from other UK universities. They are also a source of advice and guidance based on their years of experience of teaching a similar programme.

External examiner reports are taken very seriously. All reports go to the Principal and senior managers. If the external flags up an issue, the University needs to know that steps are being taken in response. That is why all Programme Leaders must draft a formal response to the external examiner which is checked by the Dean. The Dean needs to see that any recommendations made by the examiner have been considered properly. If not, this would raise serious questions about the quality of the programme.

How to respond to your external examiner report

First of all, make sure you are looking at the right report. You may receive communications from the examiner throughout the year, including specific feedback on individual assessments. But there is only one formal External Examiner report submitted to the University each year. This usually comes in after the summer e

What the external examiner report looks like:

The screenshot shows a Microsoft Word document titled "ITM India - Boer - Report (Compatibility Model) - Microsoft Word". The document is an external examiner report form. It contains the following sections and content:

- 4 Recommendations**
Please answer the following questions by ticking the appropriate answer.
- A table for marking responses:

Please tick:	YES	NO	N/A
Submitted to the Team in	X		
- Question c) Was this provided within approximately ten weeks of submission of the report?

	X		
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- Question a) Were any specific recommendations suggested in your report for last year?
- Section 4.2: Please detail any recommendations to be addressed over a longer period of time.
- 5 Further Comments**
Please add any further comments on the course or programme and its assessment processes.

Sometimes the examiner will have no recommendations. In this case, your response can be quite short, simply thanking the examiner for their positive feedback. However, there are usually some recommendations to consider.

RESPONSE to EXTERNAL EXAMINER REPORT

External Examiner:

Programme/Award:

Date report received:

A summary of issues reported by the External Examiner and the response of the Programme Team is provided below.

COMMENTS / RECOMMENDATIONS	MODULE / UNIT (IF APPLICABLE)	SUGGESTED ACTION	BY WHEN	PERSON RESPONSIBLE
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The examiner made recommendations around preventing plagiarism and academic misconduct and following plagiarism procedures

All

The Programme Leader and Academic Skills Tutor will review the content and delivery of academic writing and referencing workshops. A refresher session will be built into timetabled lectures prior to each assessment period. A full review of plagiarism detection and investigation procedures will be conducted to ensure compliance with QMU expectations.

		<p>The Academic Link Person and Programme Leader will liaise between colleagues at QMU and the partner organisation to resolve any communications issues that occur.</p>		
<p>The examiner recommends improvements in standard data set provided to ensure s/he has adequate information to undertake role</p>	<p>All</p>	<p>The Programme Leader will create a checklist for all module coordinators to use when compiling samples for external examiners. The Collaborations Administrative Officer will recirculate this checklist at the time that the BoE date is agreed as a reminder to module coordinators preparing samples for external examiners.</p>	<p>On-going</p>	<p>Academic Link Person and Programme Leader</p>

