

## External Examining Reporting System – Guidance for Staff

This document provides guidance to academic and administrative staff in managing the External Examiner reporting system.

The guidance should be read with the Code of Practice for the External Examining System for Awards (Taught Programmes) approved by Senate on 9 June 1993 (latest amendments approved October 2014), which is available as follows:

<http://www.uea.ac.uk/learningandteaching/documents/assessment/Code+of+Practice+for+the+External+Examiner+System+of+Awards+V2+-+22.10.14>

In addition to this guidance, the following documents are provided for completion of the Annual Review process:

- External Examiner Reporting flowchart – LTS website and FLTQC Blackboard site
- External Examiner's Report and Response Form (Taught Programmes) – LTS website
- LTS External Examiner Tracker – LTS shared drive
- A series of numbered standard email templates – LTS shared drive

Administrative support for the External Examiner Reporting process is provided by the LTS Hub Team Leaders, overseen by the LTS Co-ordinators, and Faculty Learning, Teaching and Quality Committee (FLTQC) Secretaries. The administrative process is electronic and the FLTQC Blackboard sites are the repositories for reports, responses and supporting documentation.

### Deadlines for the consideration of UG and PGT reports and responses:

- **2014-15 Reports – Receipt from External Examiner**
  - Standard UG programmes - within 4 weeks of Board of Examiners and no later than 31 July 2015
  - Standard PGT programmes – within 4 weeks of Board of Examiners and no later than 15 January 2016
- **2015-16 Reports - Receipt from External Examiners:**
  - Standard UG Programmes – within 4 weeks of Board of Examiners and no later than 3 August 2016
  - Standard PGT programmes – within 4 weeks of Board of Examiners and no later than 13 January 2017
- **School Consideration of Reports and Preparation of Responses**
  - Preparation of responses by Chair – 4 weeks from availability of report on Faculty Learning, Teaching and Quality Committee (FLTQC) Blackboard site
  - Chair confirms teaching executive (or equivalent) approval of responses to Team Leader – within 1 week after meeting
- **Faculty Consideration of Reports and Approval of Responses**
  - Scrutiny of reports and responses by FLTQC – 4 weeks from notification of availability of prepared responses
  - Final amendments by Chair following FLTQC scrutiny – 2 weeks from notification of availability of feedback

- **Reporting**

- Notification of approved responses to External Examiner – 1 week from notification of approval

#### **Guidance Note 1 – External Examiner Report**

- 1.1 The External Examiner returns the Report and Response form in electronic format as a Word attachment to the Assessments and Quality Office (AQO) by the deadline
- 1.2 The AQO records the date the report is received on the LTS External Examiner tracker spreadsheet
- 1.3 The LTS External Examiner spreadsheet is managed by the AQO and is accessible to all LTS staff. This is the official record and no additional records should be kept.
- 1.4 The AQO will check that the correct version of the Report and Response form is completed appropriately and upload to the relevant Faculty Learning, Teaching and Quality Committee (FLTQC) Blackboard site, using the naming convention outlined in the Operational Guidance – Appendix
- 1.5 The AQO will notify any discrepancies and further action to the relevant External Examiner.
- 1.6 The AQO will notify receipt of the Report to the relevant LTS Team Leader by forwarding the email from the External Examiner without the report attachment.
- 1.7 The Team Leader will send an acknowledgment email to External Examiner confirming receipt of report – **standard email 1**

#### **Guidance Note 2 – External Examiner Payment**

- 2.1 The AQO will process the External Examiner payment and expenses – see AQO Process Manual (internal shared drive)

#### **Guidance Note 3 – Non-receipt of Reports**

- 3.1 Where the report is not received by the published deadline, the AQO will remind the External Examiner as follows – **(AQO to EE)**:

Reminder 1: See deadline in UG and PGT Taught Schedule – **standard email 2** (2 weeks after deadline)

Reminder 2: See deadline in UG and PGT Taught Schedule – **standard email 3** (4 weeks after deadline)

Reminder 3: See deadline in UG and PGT Taught Schedule – **standard email 4** (6 weeks after deadline)

- 3.2 The member of AQO staff will send the email to themselves and bcc all External Examiners who require the reminder and also the relevant Hub generic email.

- 3.3 The AQO will record reminders sent on the tracker.

- 3.4 Where the report is not received after 3 reminders, the AQO will notify the HOS and Chair of Board of Examiners – **standard email 0**

#### **Guidance Note 4 – School Consideration of Report and Preparation of Responses**

- 4.1 The LTS Team Leader notifies the Chair of the Board of Examiners that the Report and guidance is available on the FLTQC Blackboard site, and asks the Chair to review the report – **Standard Email 5 (TL TO CHAIR)**

- 4.2 The Chair reviews the report and completes the school response sections of the form within 4 weeks of their availability
- 4.3 The Chair ensures that the responses are scrutinised according to the school's approval plans
- 4.4 Following agreement in the school, the Chair emails the completed responses to the LTS Team Leader within 1 week
- 4.5 Where the completed responses are not received by the deadline above, the LTS Team Leader will email a reminder to the Chair within 1 week of the deadline – **Standard email 6 (TL to CHAIR)**
- 4.6 The LTS Team Leader will upload the completed Report and Response form to the FLTQC website, using the naming convention in the Operational Guidance – see Appendix A
- 4.7 The LTS Team Leader records on the tracker that the completed Report and Response form is uploaded to the Blackboard site

#### **Guidance Note 5 – Faculty Consideration of Reports and Approval of Responses**

- 5.1 Chair returns form with Section B completed to Team Leader. The LTS Team Leader emails the FLTQC Secretary advising that the completed Report and Response form is available on the FLTQC Blackboard site – **Standard email 7 (TL to FLTQC Secretary)**
- 5.2 The FLTQC Secretary notifies FLTQC members and critical readers, where appropriate, that the completed report and responses are available on the Blackboard site, together with supporting documentation and instructions regarding critical reading, amendment and approval arrangements for the particular faculty (eg attend a scrutiny meeting, complete the relevant form, etc) – **Standard email 8 (FLTQC Secretary to FLTQC members/critical readers)**
- 5.3 FLTQC members/critical readers will complete the reading, and email meeting notes or completed form, identifying any issues or suggestions, to the FLTQC Secretary within 4 weeks of notification that the reports and responses are available.
- 5.4 FLTQC Secretary will upload the meeting notes or completed form to the FLTQC Blackboard site
- 5.5 Where the meeting notes or completed forms are not received by the deadline, the FLTQC Secretary will send a reminder to the Critical Readers within 1 week of the deadline – **Standard email 9 (FLTQC Secretary to FLTQC members/critical readers)**
- 5.6 The Secretary will email the LTS Team Leader or the Chair advising that the FLTQC feedback is on the Blackboard site for consideration – **Standard email 10 (FLTQC Secretary to Chair (direct or via TL))**
- 5.7 The Chair considers the feedback, makes amendments, as appropriate, and emails the final responses to the FLTQC Secretary - within 2 weeks of the availability of the FLTQC feedback
- 5.8 The Secretary will upload the final responses to the Blackboard site and seeks approval from the Associate Dean – **Standard email 11 (FLTQC Secretary to Associate Dean)**
- 5.9 Once final approval is given, the Secretary will remove any FLTQC feedback/comments from the final responses and notify the LTS Team Leader, the Chair and the LTS Website Administrator that the responses are approved for sending to the External Examiner – **Standard email 12 (FLTQC Secretary to TL, Chair and LTS Website Administrator)**
- 5.10 LTS Team Leader emails the Report and Response form to the External Examiner - as soon as possible and no later than 1 week after notification - **Standard email 13 (TL to EE)**
- 5.11 LTS Team Leader records on the tracker that response has been sent to the External Examiner

5.12 The LTS Website Administrator uploads the Report and Response form to the relevant page on the LTS website, with the exception of any report made confidentially to the Vice-Chancellor

5.13 The LTS Website Administrator records on the tracker that the Report and Response has been uploaded to the website and removes the Report and Response from the FLTQC Blackboard site

### **Guidance Note 6 – Reporting**

6.1 The following outlines External Examiner reporting to LTC and Senate:

Report	Committee	Academic Year	LTS Responsibility
UG Compliance Report	LTC - January	Reports from previous academic year	Assessments & Quality Manager
PGT Compliance Report	LTC - March	Reports from previous academic year	Assessments & Quality Manager
Faculty External Examiner Report	LTC – March	Reports from previous academic year	FLTQC Secretaries
Overview Report	Senate – June	Reports from previous academic year	LTC Secretary

6.2 The LTS Assessments & Quality Manager reports annually to the January LTC on compliance with UG external examiner reporting and responses for the previous academic year

6.3 The LTS Assessments & Quality Manager reports annually to the March LTC on compliance with PGT external examiner reporting and responses for the previous academic year

6.4 Following approval of all faculty responses for the academic year, FLTQC Secretaries will email Associate Deans requesting that they submit a Faculty External Examiner Report within 4 weeks of receipt of email– **Standard Email 14**

6.5 Associate Deans email Faculty External Examiner Report to Secretaries by the deadline

6.6 FLTQC Secretaries upload Faculty External Examiner Report to Blackboard site and forward to LTC Secretary by the deadline for the March meeting of LTC

6.7 LTC Secretary External Examiner Overview Report by the deadline for the June meeting of Senate

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## Appendix A

### **Operational guidance for storing, uploading and deleting External Examiner responses**

1. The following guidance should be read in conjunction with the External Examiner report Guidance for Staff
2. On receipt of completed report form, the Assessments Office will save it into relevant Faculty/School/Level/ folder in the following location:

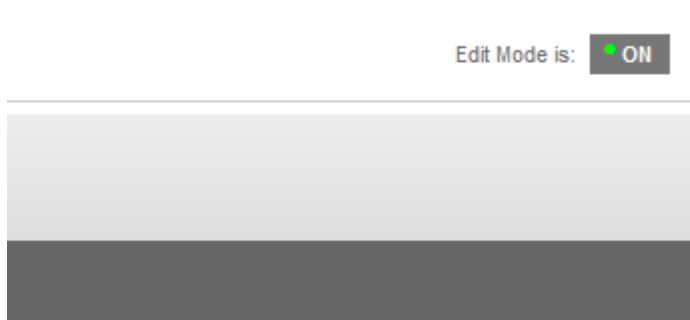
LTS Folders\Faculty Learning Teaching and Quality Committee\\*\*\*

\*\*\*specific faculty

General guidance on how to upload documents can be found at:

<http://www.uea.ac.uk/blackboard/Blackboard+Essentials> page 14-15

Make sure the Edit site button is switched on (top right):



Please save the forms as follows:

#### **Naming conventions**

The naming convention we will use is similar to the previous format applied to the External Examiner report response forms. This means at the end of the file you add the acronym of whoever last completed their section.

EE= External Examiner

CH = Chair of Board of Examiners

CR = Critical Read (srutineer/s)

AD = Associate Dean

FLTQC=FLTQC Secretaries to confirm that Critical readers comments have all been removed from form so is ready to send to External.

**For example:**

Externals name – school – level – year – stage report is at

ReedC-LAW-PG-2013-14 EE = this indicates the external examiner has returned the completed report and the Assessments Office has saved it on the FLTQC BB site.

3. If, following the critical read/scrutinisers comments, the Chair wishes to amend the form, the revised form must be saved as with CH at the end again in order to repeat that part of the process.