PGT External Examiner (EE) Reports - receipt and response

	Quality Standards and Accreditation Team (QSAT)	Curriculum and Quality Assurance (CQA) Team	Director of Programmes (DoP)/ Programme Leader (PL)	VP Education/Head of QSAT/ Deputy Head of School (Education)
Normally November-January (4 weeks after Board of Examiners)	EE emails report to Vice-President (Education) (VPE) via QSAT **QSAT:** - file report for central records - acknowledge receipt to EE - forward to CQA Team **QSAT:** - scan report for concerns raised suggesting that standards are not being met -scan for recommendations/ good practice - log concerns, recommendations and good practice for annual report	If EE sends report direct to the School/Faculty forward to QSAT **CQA Team**: - log receipt of report for Faculty records. - authorise payment of EE fee and expenses - forward to DoP and PL for a response **CQA Team**: - request outstanding reports from external examiners - notify QSAT of any reports still outstanding after further 3 weeks	**DoP/PL:** - read report and discuss with relevant staff - draft response advising of action taken/to be taken (or reasons why action is not to be taken) on issues raised (to be sent to external examiner within 8 weeks of receipt) - redact any staff or student names from the report - send to Deputy Head of School (Education) for approval	Any concerns relating to standards escalate to VPE/ Head of QSAT and Deputy Head of School (Education) **Deputy Head of School (Education):** considers report and liaises with QSAT and VPE/Head of QSAT regarding response
Normally December - March (6-8 weeks after Board of Examiners)	**QSAT:** - request any reports which remain outstanding from external examiners - liaise with CQA Team and continue to chase until all received **QSAT**: - check response is complete (return to CQA Team if not) - file response for central records - send response to external examiner - upload response to SharePoint for students	**CQA Team:** - check response is complete and any staff or student names redacted - log receipt of response for Faculty records - forward response to QSAT **CQA Team**: - write to external examiner (cc QSAT) if a response to a report is not available within 8 weeks of receipt		**Deputy Head of School (Education):** - read report and draft response - discuss response as required with DoP/PL - approve response - send to CQA Team
April	All reports received with responses written and returned to external examiner. See separate flow chart - Institutional oversight of PGT External Examiner Reports and Responses			

PGT EE reports receipt and response - Dec 20