

Academic Services

Quality Process Sheet QPS55

Annual Reporting:

Initial Principles:

- External Examiners are required to complete an Annual Report providing feedback to the University on the following areas (the report template may change year upon year):
 1. Academic and Professional Standards
 2. Assessment Strategy
 3. Process and Procedure
 4. Collaborative Provision
 5. Quality Enhancement
 6. Closing Comments
 7. External Examiner Resources.
- This feedback will underpin and support the contextual comments which External Examiners provide and also allow us to derive valuable quantitative data and clear indicators regarding the quality and standard of UWE provision.
- The report is confidential to the University and its collaborative partners. It will be shared with student representatives through Student Representative Staff Forums and Programme Management Committees, although edited extracts may be published outside the University. If the University receives a request to release an External Examiner's report under the Freedom of Information Act we will inform the relevant External Examiner that we have received such a request and action it accordingly. Chief External Examiners will be supplied with copies of Field External Examiner reports in order to help them make judgements on the operation of the relevant modular scheme (they are tagged to the field EE's report and sent the link so that they can access them electronically).
- The External Examining Team is responsible for managing the Annual Reporting process.
- External Examiners will not be paid their annual fee until the Annual Report of sufficient detail has been received.
- External Examiners may be required to complete an agreed joint annual report where variant regulations are in place for a professional body or

external partner.

Process:

- Annually in June (exceptional reporting arrangements exist for some provision), the External Examining Team will forward the relevant External Examiner (Field/Chief/Non-Modular) Annual Report template and guidance on completion to all External Examiners.
- If this has not been received before, Right to Work documentation will also be requested.
- External Examiners will submit their completed annual report to Externalsreport@uwe.ac.uk by a specified date following field boards in June/July (Field and Non-Modular External Examiners), and end of September for Chief External Examiners each year. Approximate reporting dates for their annual report will be provided to External Examiners in their appointment letter and confirmed in subsequent reporting templates.
- Once received, the External Examining Team will upload the report to the relevant External Examiner Profile within the SharePoint website.
- The Senior External Examiners Officer may return to an External Examiner for further information on any report, which, in its judgement, does not meet the University's stated requirements.
- The External Examining Team will share the report with the relevant Faculty Executive (see Quality Process Sheet 56 for Faculty Responses to Annual Reports), and copy the qualitative and quantitative data from the report into an Excel spreadsheet (which incorporates all feedback from all External Examiners).
- The External Examining Team will also circulate the report to any Collaborative UK or International partners:
 - To support the engagement with external examining reports by collaborative partners, UWE Collaborative Provision (both UK and International) link tutors will support the liaison between the partner and UWE Field Leader helping to provide context to the reports provided and identify key feedback for wider consideration (Academic Services will provide a guidance sheet for the link tutor/partner to liaise with the field leader to incorporate comments into the response to the EE);
- There may be cases where the PSRB request to see a copy of the External Examiner report. In some instances the PSRB would request this directly from the External Examiner and in others this will be sent to the PSRB by the External Examining Team.

- The External Examining Team will also share External Examiner reports with students through Student Representative Staff Forums (SRSFs) through liaison with the Students' Union and Chair's of SRSFs (once the Faculty has completed their response to the External Examiner within the form). The External Examining Team will also provide guidance to collaborative partners regarding sharing reports with students.
- The External Examining Team will then process the external examiners payment and Right to Work documentation through the University Payroll Team (*by authorising the release of the External Examiner fee by the budget holder*).
- The Senior External Examiners Officer and the Curriculum Enhancement Office will then conduct an annual thematic review of all External Examiner reports (*see Quality Process Sheet 57 for Enhancement Activity: University Report*).