

QME Process Sheet QPS57

Enhancement Activities (External Examiner Annual Reports):

Initial Principles:

The Senior External Examiner Officer will develop an annual assurance report to Academic Board, formally setting out the process and confirming that UWE has discharged their responsibilities with regards to external examiner reports. This report will also focus on administrative feedback highlighted in external examiner reports, and how this feedback will be taken forward. This assurance report will be combined with the annual report to Academic Board on external examiner appointments and will be submitted to Academic Board in October.

Faculties will monitor and respond to external examiner feedback through departmental reports. These include a summary of external feedback (both good practice and areas for enhancement) and this feedback will be included in the departmental action plan. The action plan will be a substantive item for discussion at the January and June ASQC, and to note at all other ASQC meetings. To provide an opportunity to consider and discuss any cross-institutional themes, faculties will highlight any key areas of good practice/areas for enhancement to the Learning, Teaching and Student Experience Committee (LTSEC) after the feedback is discussed at the January ASQC. The ASQC Annual Report template (submitted June) will include a section for an update on how external examiner feedback/actions have been taken forward since January.

Process:

Annual external examiner reports will be received in July, and the quantitative (statistical data via confidence judgements) will be extracted and saved into the annual ripper (Excel spread sheet) by the Quality Administrator. Reports will be shared with faculties by tagging relevant key colleagues, and will be sent to relevant collaborative provision partners.

The Senior External Examiners Officer will read external examiner reports by the end of September, and will focus on and extract administrative feedback. Quantitative data at University and faculty level will be produced and shared with faculties by November. This will include comparative data for UWE and Collaborative Provision partners.

The Senior External Examiners Officer will meet with relevant colleagues to discuss administrative feedback e.g. Student Administration Managers and together will develop a plan for taking issues forward.

The Senior External Examiner Officer will develop an annual assurance report to Academic Board, formally setting out the process and confirming that UWE has discharged their responsibilities with regards to external examiner reports. This report will also focus on administrative feedback highlighted by external examiner in their reports, and how this will be taken forward.

After external examiner reports have been shared with faculties (via SharePoint), faculties will complete a response to external examiner reports, with input from collaborative provision partners where relevant.

Faculties will write and submit their departmental annual report by end of December and this will be submitted to ASQC in January. This report will include key external examiner feedback (good practice and areas for enhancement) and will feed into the departmental action Plan.

The departmental action plan will be a substantive item for discussion at the January and June ASQC, and to note at all other ASQC meetings. To provide an opportunity to consider and discuss any cross-institutional themes, faculties will be asked to highlight any key areas of good practice/areas for enhancement to LTSEC after the feedback is discussed at the January ASQC. The Chair of ASQC for each faculty will be asked to provide a verbal update at LTSEC. The ASQC Annual Report template (submitted June) will include a section for an update on how external examiner feedback/actions have been taken forward since January.

External examiner Reports will be made available to students via Student Representative Staff Forums and any student feedback will be included in the faculty response before this is returned to the external examiner. University/faculty level quantitative data may made available to student representatives. Reports with completed faculty responses are also shared with relevant collaborative provision partners, who are asked to share reports with their students through an appropriate mechanism.