Institutional oversight of PGT External Examiner Reports and Responses Quality Standards and Accreditation Team Deputy Head of School (Education)/School **External Examiner** Academic Quality and Standards **Programmes Committee (SPC)** (QSAT) **Scrutiny Group (EESG) Committee (AQSC)** DHoS (Education) QSAT: prepares School Summary collates EE reports with Form – External Examiner responses and School March Reports and Responses with Summary Forms the CQA Team using template received by agreed cut provided for EESG off date. -submits School Summary circulates papers to Form to QSAT for EESG for EESG members consideration Members receive papers one week prior to the meeting: selection of reports with responses from across Schools (approx 15 each) SPC School Summary Forms (one considers external examiners' per School) reports for taught programmes, guidance note to assist and takes appropriate actions to preparation for discussion of deal with any issues arising in papers at EESG meeting reports monitors actions arising from reports and the School Summary Form at each meeting, until all have reached an agreed conclusion Members meet to consider papers and discuss: Faculty / University-wide April QSAT themes - drafts an institutional oversight areas of good practice areas for improvement report following EESG which includes confirmation of the any major issues or scrutiny process, matters concerns discussed by EESG and any any explicit concerns or recommendations for action and recommendations which a School is planning not to act enhancement in the form an action plan upon recommendations for action and enhancement for approval by AQSC Institutional oversight report and action plan approved by the Chair of EESG prior to submission to AQSC QSAT -drafts an institutional response letter Institutional oversight to external examiners summarising report and action plan: presented for discussion to action being taken to address issues raised at institutional level AQSC by the Chair of EESG May - letter approved by the Head of QSAT approved by AQSC on behalf of the Vice-President - approved (Education) recommendations for action institutional response letter sent by and enhancement to be email to all external examiners monitored by QSAT on -copy of letter shared with DHOSEs behalf of the EESG and AQSC and CQA Teams following AQSC QSAT - notifies relevant parties of recommendations or action to be taken and monitors the response until complete updates the action plan until all items have reached an agreed conclusion - alerts the Head of QSAT to any issues,

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