

# **DISTRIBUTION PROTOCOL FOR EXTERNAL EXAMINER REPORTS**

## **Procedure for distribution and response to External Examiners' reports**

- 1 All external examiner reports for all programmes (Centres and External) are received by the Academic Registry.
- 2 An electronic version of each report is saved at each submission point.
- 3 Registry reviews all reports and identifies issues that need to be responded to, creating where appropriate a simple bullet-point report to enable University of Law (the

# Distribution Protocol for External Examiner Reports



the external examiners are informed on the action that the University is to take. Where action is not taken, the external examiners are advised of the reason.

11 As 'Centre' responses are received by Registry, these are collated into the overall report.

12 Responsibilities for agreeing action on the issues raised are as follows:

- < **BPTC** – National Programme and Student Affairs Director, Registry
- < **GDL** – National Programme and Student Affairs Director, Registry
- < **LPC** – National Programme and Student Affairs Director, Registry
- < **PD (External)** – National Programme and Student Affairs Director, Programmes (External), Registry
- < **LL.M** – , National Programme and Student Affairs Director – Programmes (External), Registry
- < **LL.B** – , National Programme and Student Affairs Director, Registry
- < **UG/PG Business** - National Director of Business Programmes
- < **PG Cert HE** – Vice Provost Academic Enhancement

13 Once the overall report is complete it is provided to the National Programme and student Affairs Directors and Centre Directors and Programme and Student Leads to allow consideration before wider distribution.

14 For the GDL, an overall document is produced, which contains all of the individual reports together with the Registry reports in all 5(t) together with that r13(xt)-. 0 595.32 841.92 reW\*nBT/F1 1



# Distribution Protocol for External Examiner Reports



Director of Educational Development – Dan Hill