1. Undergraduate External Examiners are required to submit an annual report to the University by **15 June**, with postgraduate External Examiners having to submit an annual report by **31 October**.

2. All External Examiners are required to submit a final report (as part of their last annual report) at the end of their period of office. In late May each year, the Registry reminds all External Examiners of how to submit their annual reports for the current academic year and of the dates for submission.

3. In addition to answering the set questions on the External Examiner Report, External Examiners are encouraged to add any other comments they wish to make, including any observations on teaching, course and programme structure and content, and assessment policies and practices.

4. As reports will be discussed widely within the University (see paragraph 5 below), External Examiners may, if they wish, send an additional, separate and confidential, report to the Principal if they consider that this, exceptionally, would be appropriate.

5. Examiners’ fees are paid on receipt of a fully completed report. Where a report is incomplete, External Examiners will be asked for further comment where deemed necessary.

6. External Examiners’ reports are circulated to the following:
   - the Convener of the University Committee on Teaching and Learning (UCTL);
   - the Convener of the Quality Assurance Committee (QAC);
   - the Deans of Undergraduate and Postgraduate Taught Studies as appropriate to the course/programme/qualification examined;
   - the Head of the relevant School (via the School Administrative Officer, where appropriate) or, in the case of MBChB and BSc MedSci, the appropriate Phase Coordinator;
   - for validated degrees, the head of the relevant academic unit.

7. Heads of School/Phase Coordinators are asked to discuss the Reports with relevant staff and to prepare their School’s response, which should be added to ‘part C’ at the end of the Examiner’s report to the QAC by stated deadlines.

8. The external Examiner Reports and School responses are considered by the QAC at its November and January meetings. Any concerns are referred back to the Head of School by the Convener of QAC (or delegate). Policy issues are referred by the QAC to the UCTL.

9. The QAC will close the ‘feedback loop’ by informing External Examiners of the action taken by the School or QAC in response to their comments. If a matter is referred to the UCTL by the QAC, the Clerk to UCTL will inform External Examiners of any action taken by that Committee in response to their comments.

10. The University circulates External Examiners’ reports extensively within the institution, including to student representatives through the Staff–Student Liaison Committees. External Examiners should be made aware that the University may be required to provide copies of reports, or summaries or other information derived from them, to professional and statutory bodies, to panels of internal and external audit or teaching reviews, or to other agencies.