# PROCEDURAL EXTERNAL EXAMINER'S REPORT

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| **The Procedural External Examiner is required to make a written report to the University. You are asked to complete this report within 10 clear working days of the Examining Board and return it to the Academic Office.** |

*Please note that the Procedural External Examiner’s report is circulated, upon receipt, to the Dean of Institute and the Associate Pro Vice-Chancellor (Academic Experience) or nominee for appropriate action to be taken.*

**Payment of fees and expenses will be authorised once the report has been received.**

***(PLEASE ENSURE THAT YOU DO NOT REFER TO STUDENTS OR STAFF BY NAME OR NUMBER ANYWHERE IN THIS REPORT)***

**Report**

**1. PROCEDURAL EXTERNAL EXAMINER DETAILS**

Please ensure you complete **all** sections*.*

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| Name of Procedural External Examiner: |  |
| Institute/Academic Discipline/ Programme covered by Examining Board: |  |
| Date of Examining Board: |  |

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**Comments within this report regarding teaching quality information may be made publicly available through the University website or other selected means.**

Procedural External Examiners are asked to prepare their reports for the University using this form. The University must assure that the organisation and administrative arrangements for meetings of all examination boards have been carried out properly.

***(PLEASE ENSURE THAT YOU DO NOT REFER TO STUDENTS OR STAFF BY NAME OR NUMBER ANYWHERE IN THIS REPORT)***

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| Was the examining board conducted properly and in accordance with established procedures? Please comment in particular on the consistent and fair application of policies and procedures ensuring the integrity and rigour of academic practices. |
| Comments:  (this box will expand as you type) |

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| Signature |  |
| Date |  |

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| Please return the completed Procedural External Examiner’s Report Form to:  Academic Office  (Ref: Procedural External Examiner’s Report)  University of Wales Trinity Saint David  College Road  Carmarthen  SA31 3EP  Email: [AOExternals@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)  (Subject: Procedural External Examiner’s Report) |