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| **PROGRAMME TEAM RESPONSE TO EXTERNAL EXAMINER REPORT 2024/25** |

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| Name of External Examiner: | |  | | |
| Programme title(s): | |  | | |
| Academic Discipline/Institute/ Partner Institution: | |  | | |
| Response prepared by (including position): | |  | | |
| Date: | |  | | |
| **Good practice** | **Examples of good practice identified within report (please insert additional rows where needed) – Please ensure that these are discussed with your Academic Director for inclusion in the Academic Discipline Monitoring process.** | | | |
| 1 |  | | | |
| 2 |  | | | |
| 3 |  | | | |
|  |  | | | |
| **PROGRAMME/MODULE RELATED ISSUES** | | | | |
| **Issue raised** | **Issues identified for attention (please insert additional rows where needed)** | | **Response** | **Person responsible and timescale** |
| 1 |  | |  |  |
| 2 |  | |  |  |
| 3 |  | |  |  |
| 4 |  | |  |  |
|  |  | |  |  |
| **ACADEMIC DISCIPLINE/INSTITUTE-LEVEL RELATED ISSUES, IF ANY (e.g. relating to staffing or resource concerns)\***  **Please ensure that these are discussed with your Academic Director for inclusion in the Academic Discipline Monitoring process.** | | | | |
| **Issue raised** | **Issues identified for attention (please insert additional rows where needed)** | | **Response** | **Person responsible and timescale** |
| 1 |  | |  |  |
| 2 |  | |  |  |
| 3 |  | |  |  |
| **CENTRAL ISSUES, IF ANY (e.g. relating to regulations, examiner induction or examining boards)\*** | | | | |
| **Issue raised** | **Issues identified for attention (please insert additional rows where needed)** | | **Response** | **Unit responsible and timescale** |
| 1 |  | |  |  |
| 2 |  | |  |  |
| 3 |  | |  |  |

**\* For any issues identified by the External Examiner that are outside the Programme Team’s remit, the person preparing this response should identify the issues at Institute or Central level and forward the PV11c response to the relevant officers (e.g. Academic Director, Dean, Head of Academic Office, Executive Head of Registry) to request a response, allowing 20 working days for a response.**

**This response may be used as the basis for the Institute’s formal written response to the External Examiner. When preparing your response, please ensure that you have considered all sections of the External Examiner’s report, including any Supplementary Reports.**