



## Policy on the Handling of External Examiners' Reports

### Aim, context, scope

During the Review for Educational Oversight in 2012 and again in 2013 the College was questioned about the way it handles external academic reports. It was felt that too much depended on the Academic Dean.

The aim of the present policy is to ensure that justice is done to the reports received from the external examiners, the moderator (Wales), the Collaborative Academic Adviser (Manchester) and the Link Tutor (Chester). If necessary, an action plan will be produced in response.

The policy pertains to all external reports on academic issues.

### Principle

The College's Academic Board is responsible for the handling of the reports. The Director of Studies is the secretary to the Board.

### Procedure

1. When a report is received, the Director of Studies reads it and stores it. They also keep a list of reports received and any actions taken.
2. The Director of Studies forwards the report to the employed members of the teaching staff concerned.
3. The report is discussed by the College's Leadership Team.
4. The report is made available to the students on the downloads page of the Online website. The students can raise any issues in the Student-staff Liaison Committee and via their representatives on the Academic Board.
5. The Director of Studies is responsible for any action which needs to be taken in response to any report. If necessary, they propose a plan of action and are responsible for its execution.
6. If necessary, the Director of Studies responds directly to the person who sent the report. In the case of an external examiner, a copy is sent to the relevant university.
7. In the annual reporting to the validating universities the Director of Studies gives an account of the reports and the College's responses. The reports and any responses are also a standing item on the agenda of the Academic Board and of the Joint Board of Studies (Wales).
8. The meetings of the external examiners and of the Joint Board of Studies are the forum where the College checks the satisfaction of the authors of the reports.

<b>Document control box</b>			
Title	<b>Policy on the Handling of External Examiners' Reports</b>		
Date approved	June 2016	Implementation date	June 2016
Next review date			
Version	2	Supersedes version	1 (Dec 2013)
Approving body	Leadership Team		
Quality Code consulted	B7		
Member of staff responsible	Director of Studies		