**Last Updated: July 2021**

**Response to External Examiner Report**

This template should be completed by the Programme Convener (PC) for each External Examiner’s report received for the programme. The PC should email the completed response directly to the External Examiner (EE), copying in the Academic Office and the relevant Programme Administrator. [[1]](#footnote-1)

Comments which require a response from the University (e.g. Deputy Vice-Chancellor or Academic Registrar), will have been noted upon receipt and the Convener informed. However, if there are further points which the PC feels are beyond the programme board’s responsibilities, section 3 should be completed. Guidance on completing a response is available on the [External Examining](https://www.roehampton.ac.uk/Corporate-Information/Quality-and-Standards/External-Examiners/) web page.

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| --- |
| **Name of Programme:**  |
| **Name of External Examiner:** |
| **Academic Year to which the report relates:** |
| **Date of when the response was/will be considered by the Programme Board:** |

**1. Has the EE report identified any issues for the programme’s consideration?**

 **YES NO**

If NO, please provide a brief overall view of the report to demonstrate that the required programme-level scrutiny of the report has taken place:

*[Overall view of report]*

If YES, these should be addressed (individually) in the boxes below. Please ensure that you address all instances where the predetermined (yes/no) questions in the EE report have received a negative judgement.

|  |  |
| --- | --- |
| **EE recommendation or point for consideration** |  |
| **PC response** |  |

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| **EE recommendation or point for consideration** |  |
| **PC response** |  |

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| --- | --- |
| **EE recommendation or point for consideration** |  |
| **PC response** |  |

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| --- | --- |
| **EE recommendation or point for consideration** |  |
| **PC response** |  |

|  |  |
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| **EE recommendation or point for consideration** |  |
| **PC response[[2]](#footnote-2)** |  |

**2.Will any points raised by the external need to be included in the Student Education Plan (SEP)/Programme Annual Review (PAR – for collaborative partners only)?**

**3. Are there any points in the EE report beyond the remit of the programme team (and the Department/School) that have not already been noted by the Academic Office?**

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| --- | --- |
| **EE recommendation or point for consideration** |  |
| **Which academic support department will this comment be referred to?** |  |

|  |  |
| --- | --- |
| **EE recommendation or point for consideration** |  |
| **Which academic support department will this comment be referred to?[[3]](#footnote-3)** |  |

**Name and signature of Programme Convener:**

**Date:**

*N.B. Programme Convener should send the completed response to the External by email, copied to the Academic Office and the Programme Administrator who will make the response available to students on the programme’s Moodle site along with the EE report.*

1. The PC may wish to discuss their response with the Dean of School/Faculty before sending it to the External Examiner. [↑](#footnote-ref-1)
2. To list additional points, copy and paste the blank box sections as appropriate. [↑](#footnote-ref-2)
3. To list additional points, copy and paste blank box sections as appropriate. [↑](#footnote-ref-3)