

DISTRIBUTION PROTOCOL FOR EXTERNAL EXAMINER REPORTS

Procedure for distribution and response to External Examiners' reports

- 1 All external examiner reports for all programmes (Centres and External) are received by the Academic Registry.
- 2 An electronic version of each report is saved at each submission point.
- 3 Registry reviews all reports and identifies issues that need to be responded to, creating where appropriate a simple bullet-point report to enable University of Law (the University) staff to see what issues have been raised.
- 4 Registry forwards the electronic reports (in all cases except where they have already been received by the Programme) and the list of issues as follows:
 - BPTC – National Programme and Student Affairs Director
 - GDL – National Programme and Student Affairs Director
 - LPC – National Programme and Student Affairs Director
 - PD - National Programme and Student Affairs Director
 - LL.M – National Programme and Student Affairs Director - Programmes External
 - LL.B Undergraduate – National Programme and Student Affairs Director – LL.B
 - LL.B (CEL) – National Programme and Student Affairs Director – Programmes External
 - De Broc Business School programmes - National Director of Business Programmes
 - PG Cert HE – Vice Provost Academic Enhancement
- 5 Registry arranges for the external examiner reports to be lodged on the virtual learning environment (VLE) under Registry Matters (External Examiner Reports).
- 6 After considering the external examiner reports, the relevant National Programme and Student Affairs Director listed above circulates an email to all relevant staff and student representatives to advise that external examiner reports are available to read on the VLE under Registry Matters:
- 7 Issues raised in the reports that are specifically to do with a Centre are responded to immediately following consultation with the relevant Centre.
- 8 A copy of the response must be sent to Registry and either the Head of Students with responsibility for Assessments, or the relevant National Programme and Student Affairs Director.
- 9 Should staff have particular comments which they wish to make upon the external examiner reports then they may forward these to the Programme and Student Lead with responsibility for Assessments, who forwards to the relevant National Programme Director for a response.
- 10 All issues raised by the external examiners are collated by the Registry, who ensure that an overall report is completed annually to ensure that these issues are addressed and

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the external examiners are informed on the action that the University is to take. Where action is not taken, the external examiners are advised of the reason.

11 As 'Centre' responses are received by Registry, these are collated into the overall report.

12 Responsibilities for agreeing action on the issues raised are as follows:

- **BPTC** – National Programme and Student Affairs Director, Registry
- **GDL** – National Programme and Student Affairs Director, Registry
- **LPC** – National Programme and Student Affairs Director, Registry
- **PD (External)** – National Programme and Student Affairs Director, Programmes (External), Registry
- **LL.M** – , National Programme and Student Affairs Director – Programmes (External), Registry
- **LL.B** – , National Programme and Student Affairs Director, Registry
- **UG/PG Business** - National Director of Business Programmes
- **PG Cert HE** – Vice Provost Academic Enhancement

13 Once the overall report is complete it is provided to the National Programme and student Affairs Directors and Centre Directors and Programme and Student Leads to allow consideration before wider distribution.

14 For the GDL, an overall document is produced, which contains all of the individual reports together with the Registry report of issues and action to be taken. This document is distributed by e mail to external examiners and subject leaders.

15 The reports produced by the University's external examiners are considered by the relevant programme team and the University's quality assurance mechanisms, including consideration by the University's Academic Board on an annual basis.

16 The final reports are distributed as follows:

BPTC:

Academic Board
Bar Standards Board (BSB)
All BPTC external examiners
BPTC Tutors (via the VLE)

GDL:

Academic Board

All GDL external examiners
GDL Tutors (via the VLE)

LPC:

Academic Board
Solicitors Regulation Authority (SRA)
All LPC external examiners
LPC Tutors (via the VLE)

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PD:

Academic Board
PD external examiners as appropriate
PD Tutors (via the VLE)

LL.M:

Academic Board
All LL.M external examiners
LL.M Tutors (via the VLE)

LL.B:

Academic Board
All LL.B external examiners
LL.B Tutors (via the VLE)

UG/PG Business programmes

Academic Board
Relevant PSRB's
All Business external examiners
All Business Programme Tutors

PG Cert HE

Academic Board
All PG Cert HE external examiners
All PG Cert HE tutors

17 In addition to the external examiners being sent the overall report, they also receive a personal letter from the Registry responding to any specific issues which that external examiner has raised.

18 The University makes available to students external examiner reports which have been prepared by external examiners to report to the University (other than any confidential report made directly to the programme team or to the Chief Executive or the Director of Academic Registry of the University).

Current post holders

Vice Provost Academic Enhancement – Becky Huxley-Binns

Vice Provost Programme and Student Affairs – Jo Ballard

National Programme and Student Affairs Director PD – Joanna Miskelly

National Programme and Student Affairs Director - Programmes External – Alexis Longshaw

Director of Validation – Steve Evans

Head of Assessments – Caroline Saunders

National Programme and Student Affairs Director - BPTC – Jacqueline Cheltenham

National Programme and Student Affairs Director - GDL – Jane Chappell

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Director of Educational Development – Dan Hill

National Programme and Student Affairs Director - LPC – Amanda Desforges

National Programme and Student Affairs Director - Firm Specific/Key Accounts – Diane Goodier

National Director of Business Programmes – Rona O’Brien

Programme and Student Leads (London Bloomsbury)

LPC – James Catchpole

GDL – Katie Brookes

LLB – Penny Hayhurst

BPTC – Stephen Illingworth

Operational Services Director – Debbie Shortland

Director of Academic Registry – Joanna Wagstaffe

Version	Amended by	Revision summary	Date
V1.0			May 2016
V1.1	Registry Officer	Change to the document coding convention	March 2020
V1.1	Registry Assistant	Request extension to term of approval of 3 years.	October 2021