**External Examiner and Annual Review of Courses reports Reporting timelines 2023-24**

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| **Activity** | **Undergraduate** | **Postgraduate** |
| Boards of Examiners | June / July 2023 | Interim Boards June / July 2023  (interim reports submitted)  Final Boards held Nov / Dec 23 |
| Reports submitted by External Examiners | 31 August 2023 | 31 December 2023 |
| Departments review reports and respond to External Examiners | September / October 2023 | January 2024 |
| Overview of EE comments to AQSC in relation to key areas | October 2023 | |
| Faculty Deans review External Examiner reports and department responses | Early November 2023 | Early February 2024 |
| Annual Review of Courses deadline | Noon 15 November 2023 | Noon 31 January 2024 |
| Faculty Education Committee (FEC)   * **Deans’ oral overview of External Examiner reports at FEC** * Department ARC reports submitted to FEC. **Deans give an oral overview, Depts provide oral update at FEC** * FEC secretaries capture comments at FEC | 29 November 2023 | 21 February 2024 |
| Themes identified from ARC and EE reports  UG/PGT:   * QUAD review reports for any additional areas of focus agreed on * QUAD and Faculty Deans (UG/PG) liaise by email after FECs to confirm themes and actions to include in AQSC paper   PGR:   * Similar activity for PGR team and Faculty Dean (PG) | FDs to send themes and actions following FECs on 29 November 2023  QUAD review EE and ARC reports by end November 2023 | FDs to send themes and actions following FECs on 21 February 2024  QUAD and PGRE review ARC and EE reports by 8 March 2024 |
| AQSC   * Overview of ARC and External Examiner reports with action plans drafted based on discussions and reports as set out above. * UG/PGT: QUAD write * PGR: PGRE team write | QUAD to send draft UG EE and ARC overview papers by 15 December for FD input by 8 January 2024. QUAD finalise UG overview papers by AQSC paper deadline.  AQSC meeting: 31 January 2024  (Paper deadline 17 January 2024) | QUAD to send PGT EE and ARC overview papers for FD input by 12 April for FD input by 26 April 2024.  PGR: Reviews of PGR reports discussed as agreed between PGRE team and FD (PG)  QUAD finalise PGT EE and ARC overview papers by AQSC paper deadline. PGRE to do the same for PGR ARC overview.  AQSC meeting: 22 May 2024  (paper deadline 8 May 2024 |
| Education Committee   * Overview of ARC and External Examiner reports with action plan are reported on via Education Committee | 14 February 2024 | 10 June 2024 |
| Senate | Final Senate of the year | 26 June 2024 |