

External Examiner and Annual Review of Courses reports
Reporting timelines 2020/21

Activity	Undergraduate	Postgraduate
Boards of Examiners	June / July 2020	Interim Boards June / July 2020 (interim reports submitted) Final Boards held Nov / Dec 20
Reports submitted by External Examiners	31st August 2020	31st December 2020
Departments review reports and respond to External Examiners	September / October 2020	January 2021
Deputy Deans (Education) review External Examiner reports and department responses	Early November 2020	Early February 2021
Annual Review of Courses deadline	Noon 18 November 2020	Noon 3 February 2021
Faculty / Partnerships Education Committee (FEC/PEC) <ul style="list-style-type: none"> ▪ Deans' written overview of External Examiner reports submitted to FEC/PEC ▪ Department ARC reports submitted to FEC¹. Deans give an oral overview ▪ FEC/PEC secretaries capture comments at FECs/PEC 	2 December 2020 (paper deadline 18 Nov 2020)	24 February 2021 (FEC) (paper deadline 10 Feb 2021) 2 March 2021 (PEC) (paper deadline 9 Feb)
Themes identified from ARC and EE reports UG/PGT: <ul style="list-style-type: none"> ▪ QUAD review reports for any additional areas of focus agreed on ▪ Meeting between QUAD and DDEs to discuss taught reports and agree on themes and actions to include in AQSC paper PGR: <ul style="list-style-type: none"> ▪ Similar activity for PGR team and DD(PGRE)s 	QUAD review by end Nov 20 FECs on 2 December 2020 QUAD/DDEs meeting: to be done by virtual circulation between day after FEC and end of term (to give time for paper to be written for AQSC).	QUAD review by 19 Feb 21 FECs on 24 February 2021 QUAD/DDEs meeting: 22 February – to fall between 20 Feb and 26 Feb PGR: Reviews of PGR reports as agreed between PGRE team and DD(PGRE)s
AQSC <ul style="list-style-type: none"> ▪ Overview of ARC and External Examiner reports with action plan drafted based on discussions and reports as set out above. <ul style="list-style-type: none"> - UG/PGT: QUAD draft; PGR: PGRE team draft 	3 February 2021 (paper deadline 15 Jan 2021)	17 March 2021 (paper deadline 26 Feb 2021 – can flex to latest 3 March for this paper)
Education Committee <ul style="list-style-type: none"> ▪ Overview of ARC and External Examiner reports with action plan submitted 	17 February 2021	29 March 2021
Senate	28 April 2021	

¹ Partner ARC reports are not submitted to PEC.