**External Examiner overview reporting**

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| **UG** | |
| UG Reports submitted by External Examiners following Exam Boards | 31 August 2024 |
| Departments review reports and respond to External Examiners | September / October 2024 |
| Faculty Deans review External Examiner reports and department responses | Early November 2024 |
| Faculty Education Committee (FEC): **Deans’ oral overview of External Examiner reports at FEC.**  FEC secretaries capture comments at FEC | **27 November 2024** |
| QUAD review reports.  QUAD and Faculty Deans (UG) liaise by email after FECs to confirm themes and actions to include in AQSC paper | By end of November 2024 |
| Overview of EE reports with action plans drafted based on discussions and reports as set out above. | QUAD to send draft UG EE overview paper by 15 December for FD input by 6 January 2025. |
| QUAD finalise UG EE overview paper by AQSC paper deadline. | AQSC meeting: 29 January 2025  (Paper deadline 15 January 2025) |
| Message to EEs drafted, following committee consideration (if required). | February 2025 |
| **PGT** | |
| PGT Reports submitted by External Examiners following Exam Boards | 31 December 2024 |
| Departments review reports and respond to External Examiners | January 2025 |
| Faculty Deans review External Examiner reports and department responses | Early February 2025 |
| Faculty Education Committee (FEC): **Deans’ oral overview of External Examiner reports at FEC.**  FEC secretaries capture comments at FEC. | **12 February 2025** |
| QUAD review reports.  QUAD and Faculty Deans (PGT) liaise by email after FECs to confirm themes and actions to include in AQSC paper. | End of March 2025 |
| Overview of EE reports with action plans drafted based on discussions and reports as set out above. | QUAD to send PGT EE and ARC overview papers for FD input by 21 April for FD input by 5 May 2025. |
| QUAD finalise PGT EE overview paper by AQSC paper deadline. | AQSC meeting: 21 May 2025  (paper deadline 7 May 2025; paper circulation 14 May) |

**Annual Review of Courses overview reporting**

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| **UG** | |
| Previous UG and PGT ARC overviews reported to Student Experience Committee at beginning of following academic year | Meeting date: 18/09/2024  Paper deadline will be early September |
| UG Initial Data Reviews | 16-26 September 2024 |
| UG Annual Review of Courses report submission **deadline** | **9 December 2024** |
| QUAD/Faculty Deans review UG ARC reports  Faculty Deans provide feedback to departments on ARC reports outside of the committee cycle as appropriate | End of January 2025 |
| Faculty Education Committee (FEC): Department ARC reports submitted to FEC. **Deans give an oral overview, Depts provide oral update at FEC**  FEC secretaries capture comments at FEC | 19 February 2025 |
| QUAD to draft UG ARC overviewpaper and send to Faculty Deans for input | By 12 February 2025 for FD input by 21 February 2025 |
| QUAD finalise UG ARC overview by AQSC paper deadline | AQSC meeting: 5 March 2025  (Paper deadline 19 February 2025) |
| **PGR** | |
| PGR Annual Review of Courses report submission **deadline** | **29 January 2025** |
| PGR ARCs submitted to FECs | 5 February 2025 |
| Faculty Deans give an oral overview and Depts provide oral update at FECs | 19 February 2025 |
| PGRE and FDs review reports and submit overview to AQSC | AQSC meeting: 21 May 2025  (Paper deadline: 7 May 2025) |
| **PGT** | |
| PGT Annual Review of Courses report submission **deadline** | **17 March 2025** |
| QUAD/Faculty Deans review PGT ARC reports  Faculty Deans provide feedback to departments on ARC reports outside of the committee cycle as appropriate | By 11 April 2025 |
| Faculty Education Committee (FEC): Department ARC reports submitted to FEC. **Deans give an oral overview, Depts provide oral update at FEC**  FEC secretaries capture comments at FEC | 7 May 2025 |
| QUAD to draft PGT ARC overviewpaper and send to Faculty Deans for input | By 28 April 2025 for FD input by 7 May 2025 |
| QUAD finalise PGT ARC overview by AQSC paper deadline | AQSC meeting: 21 May 2025  (paper deadline 7 May 2025; paper circulation 14 May 2025) |

**Overview of reports with any highlighted actions are reported on via Education Committee**

* UG (meeting date: 20 March 2025)
* PG (meeting date: 11 June 2025)
* Reported to final Senate of the year: 25 June 2025

*Document reviewed August 2024 – Aminah Suhail, Quality and Academic Development Manager*