Approval and Reporting Routes – Examining

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity: | First considered by: | Authority to approve recommendations: | Onward reporting for information: | Final record of decision: |
| Nomination for appointment of External Examiners for taught UG and PG courses | Department | Faculty Dean (UG/PG) in consultation with Pro-Vice-Chancellor (Education), where appropriate | N/A | QUAD |
| Appointment of Examiners for PG research students | Department | Faculty Dean (Postgraduate) or nominee | N/A | Postgraduate Research Education team |
| Composition of Boards of Examiners | Department | Head of Department for Departmental Boards; Faculty Dean (UG/PG) for Faculty Boards | N/A | Assessment team / Board of Examiners file |
| Examination pass lists | Board of Examiners | Board of Examiners | N/A | **Taught students:** Assessment team/Board of Examiners file  **Research students:** Postgraduate Research Education team |
| Undergraduate External Examiner Reports | Departments: consider External Examiner reports within their Annual Review of Courses (ARC) reports  Faculty Dean: reports to Faculty Education Committee (FEC) on key themes (trends, good practice, areas for enhancement, actions agreed)  FECs make recommendations to Academic Quality and Standards Committee (AQSC) where applicable. | Academic Quality and Standards Committee (AQSC) and Education Committee (EC) where applicable and in line with Committee Terms of Reference | Key themes are considered by FEC and reported to AQSC/EC | Committee Minutes |
| Postgraduate External Examiner Reports | Departments: consider External Examiner reports within their Annual Review of Courses (ARC) reports  Faculty Dean: reports to Faculty Education Committee (FEC) on key themes (trends, good practice, areas for enhancement, actions agreed)  FECs make recommendations to Academic Quality and Standards Committee (AQSC) where applicable. | Academic Quality and Standards Committee (AQSC) and Education Committee (EC) where applicable and in line with Committee Terms of Reference | Key themes are considered by FEC and reported to AQSC/EC | Committee Minutes |
| Reports of Examiners for PG research students | Faculty Dean (Postgraduate) | N/A | N/A | N/A |

|  |  |
| --- | --- |
| Document owner | Quality and Academic Development Team |
| Document last reviewed by | Aminah Suhail, Quality and Academic Development Manager |
| Date last reviewed | July 2025 |
| Review frequency | Annually |