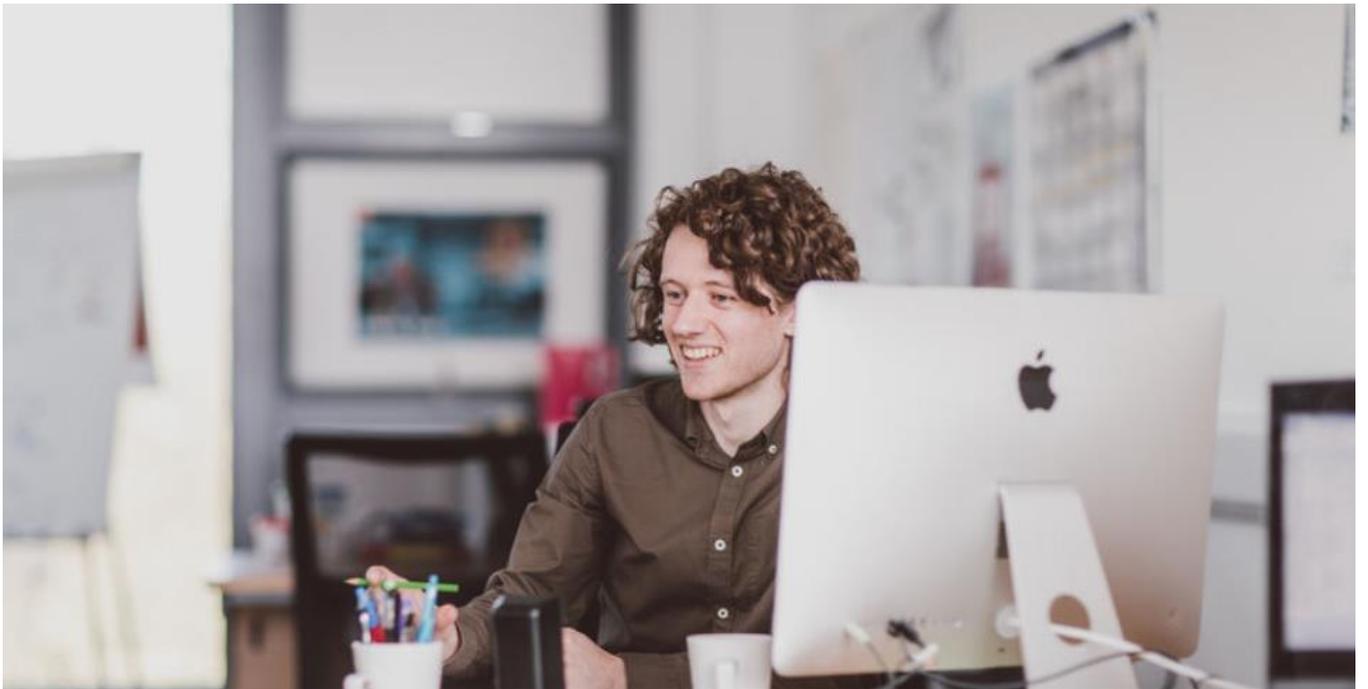


# External Examiner User Guide

## Report Portal for External Examiners (Taught Provision)

QUALITY AND ACADEMIC DEVELOPMENT



**CONTACT US:**

**[external.examiners@essex.ac.uk](mailto:external.examiners@essex.ac.uk)**

## About this guidance

This guidance document details how to submit your External Examiner Annual Report using the electronic Report Portal. For guidance on how to check your personal details, including your payslips, and on how to submit claims for expenses, please refer to the **External Examiner User Guide (Taught Provision)**. If you are a new nominee and require guidance on supplying your details for the initial nomination process, please refer to the **External Examiner New User Registration (Taught Provision)** guidance.

If you require copies of either of these guidance documents, please e-mail the Quality and Academic Development team at [external.examiners@essex.ac.uk](mailto:external.examiners@essex.ac.uk).

## **Who will be using the External Examiner online portals?**

### **External Examiners**

External Examiners are part of University quality assurance processes. They provide an impartial view of the course and independent advice to ensure courses meet the academic standards and quality expected across the sector.

The online nomination and report portals will allow External Examiners to: submit their initial application information electronically; easily edit and update their details; check their schedules of awards/modules; submit their yearly reports and expenses claims; and check their University of Essex payslips.

### **Departmental Managers/Departmental Admin Staff**

The Departmental Managers and their delegated administrative teams take responsibility for the initial nominations of External Examiner and managing their duties when in post. Using the online nomination portal, External Examiner nominations can now be fulfilled entirely electronically, with the ability to check which stage a nomination process has reached. Departmental Staff can use the portal to manage and update their External Examiners' award/module allocations and request changes to their contracts.

Using the online report portal, departmental staff can receive and store External Examiner reports, and draft departmental responses, entirely electronically.

### **Heads of Department**

Heads of Department will be able to use the nomination portal to approve or decline External Examiner nominations generated by their departmental admin team. Nominations will be received electronically and the portal will offer a simple way of storing and accessing the information needed to decide upon the suitability of an appointment.

The report portal offers a straightforward way for Heads of Department to monitor External Examiner reports and departmental responses.

### **Deputy Deans (Education)**

Deputy Deans (Education) will electronically receive External Examiner nominations that have been authorised by a Head of Department. The portal will store the details of the nomination and the nominee, alongside additional comments or supplementary information supplied by the nominating department.

The report portal allows Deputy Deans (Education) to access, and comment upon, the External Examiner reports and departmental responses for all departments in their faculty.

### **Pro-Vice Chancellor (Education)**

The Pro-Vice Chancellor (Education) takes overall responsibility for the External Examiner process. If a nomination is progressed to them, the Pro-Vice Chancellor (Education) can access the portals to check the details of a nomination and approve/reject as appropriate. The Pro-Vice Chancellor (Education) will also have access to all External Examiner reports and departmental responses stored in the report portal.

### **Quality and Academic Development**

The Quality and Academic Development team will continue to oversee the External Examiners for undergraduate and postgraduate (taught) provision. More information about the team can be found on the Academic Standards and Quality webpage: <https://www1.essex.ac.uk/quality/default.asp>



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## EXTERNAL EXAMINER REPORT PORTAL GUIDANCE

### INTRODUCTION

At the end of each academic year of appointment, External Examiners are required to submit a report detailing their views on particular elements of the courses and/or modules which they oversaw. These formal written reports form a key element of the process for maintaining academic standards at the University and provide essential feedback for our departmental teams.

The External Examiner report portal is an online system which will enable you to input your annual report and to view the formal response that your appointing Department has offered to your feedback. It will also provide a means for you to check the details of your appointment online, including your contract start and end dates, and the schedule of courses and/or modules that you will be responsible for.

### LOGGING INTO THE REPORT PORTAL

Please use the link to access the portal:

<https://www1.essex.ac.uk/external-examiners-report-portal/>

You will then be prompted for your login details which were sent to you from [external.examiners@essex.ac.uk](mailto:external.examiners@essex.ac.uk). Your password is a temporary one and after you login for the first time, you will be asked to change it. You will also be asked to agree to the rules governing the use of the University's electronic systems.

Please refer to the **External Examiner New User Registration (Taught Provision)** handbook for guidance on activating your University of Essex log-in.



## REPORT SUBMISSION

The first time you log in to add a new report, you will see the following screen:



### External Examiner Report Portal

#### External examiner details

Title	Surname	Other names	Institution	PRID

No reports yet, select add report and a report type to start

What action would you like to take?

Select the action **Add Report** from the bottom drop-down menu and click **Next**. You will be taken onto the **Add Report** screen.

### Step 1: Adding your report

You will then be able to select **Add Report** and you will need to complete each area on the screen, choosing from a drop down list.

Choose the action from the drop-down list and press the **Next** button:

What action would you like to take?

What type of report would you like to add? (Complete all boxes \*)

Department \*

Report type \*

Academic year \*

The **Report type** refers to the level of provision you are responsible for (UG – undergraduate, or PGT – postgraduate). Please note that if you are responsible for both undergraduate and postgraduate provision, you will need to input two separate reports.

If you are a PGT External Examiner and wish to submit a report subsequent to an interim exam board, please select **Interim Report** as your report type.

If you are responsible for courses and modules in more than one **Department**, please select the appropriate department for your report. If you are submitting two reports for the same department, please remember to repeat this process twice, selecting the same department for both reports. **Please remember that reports must be submitted one per provision (UG/PGT) and not one per**



## Step 2: Completing your report

Please answer the questions as fully as possible, referring to the [published roles and responsibilities](#).

### Report details

Faculty:

Department:

Action: **ADD REPORT**

### External examiner details

Title	Other names	Surname	PRID	Institution	Status	Academic year	Report type	Report status

<b>Report</b>	Department response	Summary	Schedule
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Please comment on both the courses and/or modules you have been appointed to cover, clearly identifying areas that relate to the course(s) or to individual modules as necessary.

Please note that these reports are made available to students in internal University Committees and department meetings. No reference should therefore be made to individual members of staff or students.

#### PART A: Academic Quality and Standards

1. How do the standards of the courses and modules that you examined compare with other UK Higher Education Institutions and national reference points such as the QAA Frameworks for Higher Education Qualifications and professional, statutory and regulatory body requirements (PSRB)? Are you content that UK threshold academic standards are being maintained? Are the rules of assessment for progression and award consistent with sector norms?

2. Please comment on the learning, teaching and assessment strategies, including: • the appropriateness of the learning, teaching and assessment strategies • the range of assessment methods used • the extent to which these strategies enabled students to achieve their learning outcomes and the standards set • the choice of subject, methods and standards of assessment for dissertations / projects • the inclusion of any professional, statutory and regulatory body requirements

3. Please comment on the standards of student performance, progression, retention and degree classification profiles in comparison with other UK Higher Education Institutions and national reference points. (General comments and relating to dissertations (or equivalent) specifically) Did you raise any concerns that required action by the Board of Examiners (for example, application of scaling)?

NB: The report does continue beyond this point, but it is cropped for display purposes



### Step 3: Saving your report

You will be able to save your report and return to it at a later point if you are unable to complete it all at once. To use this option click **Save and Exit**.

Click save if you would like to save and return to finish your report at a later date.

Click submit if your report is complete and you wish to submit it for review.

When you next login to the portal, you will be able to see your report and the status of your report.

#### External examiner details

Title	Surname	Other names	Institution	PRID

#### Reports

Academic year	Report type	Department	Report status	Last updated	Select
2019/20	UNDERGRADUATE		PENDING	22/07/2020	<input type="radio"/>

What action would you like to take?

Add Report  
Update Report  
View Report

To complete the report, choose the **Update Report** option from the drop-down menu at the bottom of the screen. You will then be able to access your report to continue work on it.

#### **IMPORTANT NOTE: Do not open the Report Portal in multiple tabs in your browser.**

When drafting your report, please do not try to open your previous year's report in a separate tab as there is a risk that this can cause system errors when saving your current year's report. If you need to refer to your previous year's report, please ensure that this is accessed/extracted before you begin drafting a new report.



## Step 4: Submitting your report

Once you have completed your report, please click **Submit completed report**:

Click save if you would like to save and return to finish your report at a later date.

Click submit if your report is complete and you wish to submit it for review.

You will be prompted to confirm that you have not referred to staff or students by name and once you have checked the box, you will be able to select **Submit completed report**. This will trigger an e-mail to the Quality and Academic Development team. Please note that once submitted, unless there is a query with your report, you will not be able to make any additional changes to it.

Should you NOT wish to confirm this at this stage, pressing the **Exit** button will save the report.

If amendments to your report are required, you will receive an email requesting that you make the appropriate amendment. An example of this could be if a staff or student name/number requires anonymization, or if your department would like more detailed feedback offered to a certain section of the report. Until the amendments are made and the report resubmitted, the Report Status will read **Pending**.

## Step 5: Viewing your report

You will be able to view your submitted report(s) from this screen by choosing **View Report** from the drop-down menu options.

### External examiner details

Title	Surname	Other names	Institution	PRID

### Reports

Academic year	Report type	Department	Report status	Last updated	Select
2019/20	UNDERGRADUATE		PENDING	22/07/2020	<input type="radio"/>

What action would you like to take?

Reports will remain on the portal so that in the following academic year, you would be able to view your previous report for reference.



## DEPARTMENTAL RESPONSE

Departments provide their responses to your comments within the Portal and you will receive an automated email notification when this is available to view.

You will need to login to the portal and select the appropriate level (UG – undergraduate, or PGT – postgraduate) and select **View report** and then view the **Department Response** tab.

Title	Other names	Surname	PRID	Institution	Status	Academic year	Report type	Report status
							UG	COMPLETE

Last updated 14/06/2018 17:08 by

Report

Department response

Summary

Schedule

### PART D: Department Response

A reply should be sent to the External Examiner in response to their report. This should refer to actions taken and explain the reasons where it's been decided no action will be taken. Please add your responses below

## SUMMARY

Report

Department response

Summary

Schedule

Summary of actions taken on report:

Date	Person	Activity	Decision
14/06/2018 17:08		REPORT CHECK	Decision Report Accepted
01/03/2018 12:17		REPORT SUBMITTED	

The report portal allows you to check the **Summary of actions taken on report**. To access this audit trail of activities on your report, click on the **Summary** tab.

This will provide you with a list of actions that have been taken on your report, including:

- the **Date** the action was made
- the **Person** who took the action
- the nature of the **Activity** taken
- any **Decision** or additional **Information** that can be supplied about the action



# SCHEDULE

The schedule of awards and/or modules that you are responsible for can be viewed by clicking on the **Schedule** tab.

This screen will provide the details of your appointment including:

The level of your provision (Undergraduate; Postgraduate; or both listed separately)

The start and close dates of your term of appointment.\*

The details of any contract extensions which have been introduced since the beginning of your appointment



**Undergraduate**  
Contract from 03/10/2019 to 01/09/2023  
Reason for extension: n/a

Type	Code	Campus	Title	Weighting
Course	UG00339	Colchester	Physiotherapy	
Module	SE108-4-AU	Colchester	Anatomy for Physiotherapy Practice	15
Module	SE109-4-AU	Colchester	Pathophysiology Concepts for Physiotherapy Practice	15

**Code:** The relevant course/module code

**Title:** The course/module title

**Type:** Whether the item on your schedule is a course or a module

**Weighting:** This is the credit value of the module

**Campus:** The campus on which the course/module is taught i.e. Colchester; Southend; Loughton

**\*Contract Start Date:** Start date: This date reflects the date that your details were added to our digital records and does not necessarily indicate the date you first carried out External Examiner work for Essex.

**Contract End Date:** This date includes appropriate time following the end of the academic year for submission of your annual report and payment of fees/expenses.



## HELP AND SUPPORT

### Problems with your login

If you encounter any problems relating to your login, please contact our IT Helpdesk via [servicedesk@essex.ac.uk](mailto:servicedesk@essex.ac.uk) or 01206 87 2345

### Any other issues with the Report Portal, or general External Examiner related queries:

Please contact the Quality and Academic Development team via

[external.examiners@essex.ac.uk](mailto:external.examiners@essex.ac.uk) or 01206 87 3944/4861

Document review information	
Document Owner	Quality and Academic Development
Document Author	Quality and Academic Development
Document last reviewed by	Quality Officer – Luke Nash
Date last reviewed by	04/08/2020
Review frequency	Annually