

DISTRIBUTION PROTOCOL FOR EXTERNAL EXAMINER REPORTS

Procedure for distribution and response to External Examiners' reports

- 1 All external examiner reports for all programmes (Centres and External) are received by the Academic Registry.
- 2 An electronic version of each report is saved at each submission point.
- 3 Registry reviews all reports and identifies issues that need to be responded to, creating where appropriate a simple bullet-point report to enable University of Law (the

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the external examiners are informed on the action that the University is to take. Where action is not taken, the external examiners are advised of the reason.

11 As 'Centre' responses are received by Registry, these are collated into the overall report.

12 Responsibilities for agreeing action on the issues raised are as follows:

- < **BPTC** – National Programme and Student Affairs Director, Registry
- < **GDL** – National Programme and Student Affairs Director, Registry
- < **LPC** – National Programme and Student Affairs Director, Registry
- < **PD (External)** – National Programme and Student Affairs Director, Programmes (External), Registry
- < **LL.M** – , National Programme and Student Affairs Director – Programmes (External), Registry
- < **LL.B** – , National Programme and Student Affairs Director, Registry
- < **UG/PG Business** - National Director of Business Programmes
- < **PG Cert HE** – Vice Provost Academic Enhancement

13 Once the overall report is complete it is provided to the National Programme and student Affairs Directors and Centre Directors and Programme and Student Leads to allow consideration before wider distribution.

14 For the GDL, an overall document is produced, which contains all of the individual reports together with the Registry report of issues and action to be taken. This document is distributed by e mail to external examiners and subject leaders.

15 The reports produced by the University's external examiners are considered by the relevant programme team and the University's quality assurance mechanisms, including consideration by the University's Academic Board on an annual basis.

16 The final reports are distributed as follows:

BPTC:

Academic Board
Bar Standards Board (BSB)
All BPTC external examiners
BPTC Tutors (via the VLE)

GDL:

Academic Board

All GDL external examiners
GDL Tutors (via the VLE)

LPC:

Academic Board
Solicitors Regulation Authority (SRA)
All LPC external examiners
LPC Tutors (via the VLE)

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Director of Educational Development – Dan Hill