**School Summary Form - External Examiner Reports and Responses**

|  |  |  |
| --- | --- | --- |
| **Faculty of** | **School of** | **Academic year 2022-23** |

This summary covers external examiners’ reports relating to **undergraduate programmes / postgraduate taught programmes / taught components of integrated or taught doctorates** (delete as applicable)

| **School overview – to be completed by the Faculty Curriculum and Quality Assurance Team** | | |
| --- | --- | --- |
| **1** | **Have all external examiner reports been received for the reporting period?** *If no, please state which reports remain outstanding and what action is being taken to redress the situation.* | **Yes/No** |
|  |
| **2** | **Have all responses to reports received been reviewed by the Deputy Head of School (Education)?** *If no, please state what action is being taken to redress the situation.* | **Yes/No** |
|  |
| **3** | **Do all reports confirm that the academic standards of achievement in the programmes examined are comparable with the standards of similar programmes in other UK higher education institutions? (Q2.1 on the External Examiner Report Form for Taught Programmes**). *If no, please state what action is being taken to redress the situation.* | **Yes/No** |
|  |
| **4** | **Where programme(s)/module(s) are delivered under collaborative arrangements, do all reports confirm that the academic standards and the standards of student achievement are comparable with those delivered at the University of Southampton UK campus? (Q2.2 on the External Examiner Report Form for Taught Programmes).** *If no, please state what action is being taken to redress the situation.* | **Yes/No** |
|  |
| **5** | **Do all reports confirm that the academic standards of awards are in alignment with the standards set by national subject benchmarks, the Framework for Higher Education Qualifications, any relevant PSRB requirements and the relevant University programme specifications? (Q2.3 on the External Examiner Report Form for Taught Programmes*).*** *If no, please state what action is being taken to redress the situation.* | **Yes/No** |
| **6** | **Has any external examiner answered ‘yes’ to questions 2.1, 2.2, 2.3 or 2.4 in their report but raised concerns in the comments box for any of these questions?** *If so, please comment below and indicate what action is being taken in response.* | **Yes/No** |
|  |
| **7** | **Have all external examiners (where applicable) confirmed that recommendations made in previous report(s) have been, or are being, addressed to their satisfaction? (Q10 on the external examiner report and responses form).** *If no, please state what action is being taken to redress the situation in Section 14.* | **Yes/No** |
|  |
| **8** | **Please state when reports and responses will be made available to the relevant Staff:Student Liaison Committee(s) (SSLC)** *(date of meeting).* |  |
|  |

| **Brief summary of feedback from external examiner reports and responses across the School – to be completed by the Deputy Head of School (Education)** | |
| --- | --- |
| **9** | **From reading the external examiners’ reports what general observations do you have?**  *(You may wish to highlight any concerns raised, recommendations, emerging cross-School/cross-programme themes for discussion or escalation at School/Faculty and/or institutional level).* |
|  | |

| **10** | **What comments have been received which relate to collaborative provision (where applicable) including any concerns raised, recommendations and areas of good practice.** |
| --- | --- |
|  | |

| **11** | **What comments have been received which relate to the requirements of PSRBs (where applicable) including any concerns raised, recommendations and areas of good practice.** |
| --- | --- |
|  | |

| **12** | **Do you have any concerns arising from the external examiners’ completion of the checklist (section 13 of the report) that require consideration by the External Examiner Scrutiny Group and AQSS.** |
| --- | --- |
|  | |

| **13** | **If an external examiner has indicated that concerns raised in a previous report or recommendations have not been addressed satisfactorily, please comment below and indicate what action is being taken in response.** | | |
| --- | --- | --- | --- |
| **Programme/external examiner** | | **Concern/recommendation** | **School comments/action taken** |
|  | |  |  |

| **14** | **If there are any matters raised by external examiners which cannot be addressed locally in the School and/or require institutional consideration or response, please outline below.** | | |
| --- | --- | --- | --- |
| **Programme/external examiner** | | **Concern/recommendation** | **School comments** |
|  | |  |  |

| **15** | **If it is proposed not to act on an external examiner’s explicit concern or recommendation, please outline below for approval by AQSS***.* | | | |
| --- | --- | --- | --- | --- |
| **Programme/external examiner** | | **Concern/recommendation** | **Proposed response** | **Rationale for the response** |
|  | |  |  |  |

Name

Deputy Head of School (Education)

Date