Dej	puty Head of School (Education)/School Programmes Committee (SPC)	Quality Standards and Accreditation Team (QSAT)	External Examiner Scrutiny Group (EESG)	Academic Quality and Standard Committee (AQSC)
	DHoS (Education) - prepares School Summary Form - External Examiner Reports and Responses with the CQA Team using template provided for EESG -submits School Summary Form to QSAT for EESG for consideration	QSAT: - collates EE reports with responses and School Summary Forms received by agreed cut off date. - circulates papers to EESG members		
	SPC - considers external examiners' reports for taught programmes, and takes appropriate actions to deal with any issues arising in reports - monitors actions arising from reports and the School Summary Form at each meeting, until all have reached an agreed conclusion	QSAT - drafts an institutional oversight report following EESG which includes confirmation of the scrutiny process, matters discussed by EESG and any recommendations for action and enhancement in the form an action plan	Members receive papers one week prior to the meeting: - selection of reports with responses from across Schools (approx 15 each) - School Summary Forms (one per School) - guidance note to assist preparation for discussion of papers at EESG meeting Members meet to consider papers and discuss: - Faculty / University-wide themes - areas of good practice - areas for improvement - any major issues or concerns - any explicit concerns or recommendations which a School is planning not to act upon - recommendations for action and enhancement for approval by AQSC Institutional report and action plan approved by Chair of EESG prior to submission to AQSC	
		QSAT -drafts an institutional response letter to external examiners summarising action being taken to address issues raised at institutional level - letter approved by the Head of QSAT on behalf of the Vice-President (Education) - institutional response letter sent by email to all external examiners -copy of letter shared with DHOSEs and CQA Teams		Institutional oversight report and action plan: - presented for discussion to AQSC by the Chair of EESG - approved by AQSC - approved recommendations for action and enhancement to be monitored by QSAT on behalf of the EESG and AQSC
,		QSAT - notifies relevant parties of recommendations or action to be taken and monitors the response until complete - updates the action plan until all items have reached an agreed conclusion - alerts the Head of QSAT to any issues, and reports any concerns to AQSC as		,, _,, _

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joj	- provides an update on the action plan to the EESG at its next meeting		
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Last updated December 2020