**EXTERNAL EXAMINER SIGNIFICANT ISSUES FORM**

The following template is the mechanism by which to highlight at University-level any significant issues raised by External Examiners. The information on this form must be sent for consideration by the Faculty Quality Committee. It is the responsibility of Heads of School to ensure that the appropriate School staff complete this template.

Following consideration of the issue by the Faculty Quality Committee, the form should be submitted to the Quality Monitoring and Review Sub-Committee.

1) PROGRAMME TITLE

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2) ISSUE(S) RAISED BY EXTERNAL EXAMINER

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| --- |
| **Examiner Name:**  |
| **Reporting period:** |
|   |

3) RESPONSE MADE TO EXTERNAL EXAMINER

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| --- |
| **Date of response:**  |
|   |

4) INTERNAL PROCESS FOLLOWED TO CONSIDER AND RESOLVE ISSUE

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| Please illustrate where the issue been discussed e.g. School/programme meeting or faculty committee |
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ACTION TAKEN IN RESPONSE TO ISSUE AND PROGRESS TO DATE

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| --- | --- |
| **Completed by (PD/HoS) [name and role]** | **Date:** |