

**External Examiners:**

**Faculty Annual Summary Report**

This form should be completed by the **Faculty Chief Examiner** and returned at the end of each academic year.

**Key Information and Data**

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| Faculty: | Choose an item. |
| Chief Examiner: |  |
| Academic Year: |  |
| Level: | Choose an item. |
| Programmes / Subjects included in this summary – *please list* |  |
| Name(s) of External Examiner included in this summary |  |

**Academic Standards and Assessment**

(These boxes will expand as you type)

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| Did the External Examiners indicate any concerns with academic standards and assessment? If so, please give details below including any actions the faculty will take/has taken to deal with those concerns. Please attach action plans where appropriate.      |

**Areas of Good Practice**

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| Please identify any areas of good practice noted by the External Examiners. How has this good practice been shared across the Faculty and wider University?      |

**Areas for Enhancement**

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| Please provide details of areas for enhancement recommended by the External Examiners and note any actions taken to facilitate them. Please attach an action plan with defined timelines and task owners.      |

**Adequacy of Information**

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| Were any concerns raised about the adequacy of information? If so, what has been done to address these concerns and by whom.      |

**Examination Committees**

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| Were there any comments on the effectiveness of the Boards of Examiners meetings and associated procedures. Please detail what action has been taken, when and by whom.      |

**Further Comments**

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| Please provide any further comments on relevant matters.      |

**Actions Taken**

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| Please confirm how the External Examiners have been advised on any action taken and considerations in response to their comments within their reports.      |

**Signatures:**

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| Faculty Chief Examiner:  | Date: |
| Faculty Dean: | Date: |

**Thank you for your assistance in completing this report.**

**The form should be e-mailed to** externalexaminers@stir.ac.uk