Associate Dean – Learning and Teaching to return Faculty summary to ARDeadline for FAAC papers (**early October**)

Departmental responses to be sent to AR, who will forward them to external examiners (departments to be cc’d)

(**mid-October**)

Departmental responses to be considered at Faculty level (FAAC). Faculty to advise department directly re: suggested amendment and approval for Department to send response to External Examiner

Department to upload reports and responses (or request AR to) onto departmental UG/PG information module on Blackboard and notify students

Reports submitted through medium of Welsh

If Associate Dean Learning and Teaching is a non-Welsh speaker: AR to arrange the translation of the EE comments and provide bi-lingual version of report to Department.

If a report is submitted in Welsh the departmental response should be provided by the Department bilingually.

(The bilingual version should published on Blackboard)

Formal annual University response sent to all UG and PG external examiners by AR following consideration at Academic Board – extract from AB committee minutes to be included with response

Faculty summary:  
 UG and PG - tabled at **October** FAAC and **November** Academic Board

AR to post Faculty summary template on SharePoint and email Associate Dean Learning and Teaching to request completion. AR will, at this stage, provide a summary of reports received/outstanding   
(**mid-September**)

\*Department to communicate with External Examiner if it considers that the report has not been satisfactorily completed (cc’d to AR)

Reports posted on SharePoint by AR; CHAIR OF DEPARTMENTAL EXAM BOARD notified that they are there, and advised that a departmental response is required  
cc’d to departmental EE contact and HoD

Reports received, and acknowledged, by AR–AR responsible for monitoring receipt, or lack, of reports

Link to EE Report Template and Expenses Claim Form emailed to all externals before exam boards by Academic Registry (AR).  
Deadline for receipt of EE Report: 4 weeks post-exam board

Faculties to report progress on action points at March AB

Departmental response posted on SharePoint by department   
(**by mid-September**)  
Response to be made on EE report form, not as a separate letter

**Exam boards mid-June Reports received mid-July**