

Step	Action	Date	People/Body	Link	Notes
Step 1	BoE take place.	UG / ITE: June July PGT: October / November	Chairs, DC of BoE and BAs		

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					<p>Desirable: Areas where, in your [EE] opinion, there is potential for enhancement.</p> <p>Where the responses to recommendations require approval by the QSC Chair (or nominee) following scrutiny by APQS, this will be confirmed to the Department.</p>

Step 4 APQS will review the report alongside the responses submitted by the Board and will inform the Chair, BAs, and relevant Faculty Colleagues of any

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					to amend before it is submitted to the QSC Chair (or nominee).
Step 5	Departments should submit directly on Portico their response to the entire report, emphasising the identified recommendations for approval by the QSC Chair (or nominee).	UG / ITE: Date range*: June September PGT: Date range*: October December *4 weeks from date EE report was received on Portico.	Departments	Academic Manual - see External Examining Section in Chapter 9 External Examining Webpage : Information for Board Teams: Annual Report and Responses FAQs section - Overview of External Examining Reporting Process	The FT should be involved and consulted when the Department is drafting their response. If time permits, and it would be of benefit, the Department should involve staff and students when drafting the response. At this stage all recommendations should have been responded to and the full response provided on Portico.
Step 6	APQS will approve and submit responses to identified recommendations to the QSC Chair / nominee.	UG / ITE: Date range*: June September PGT: Date range*: October December *4 weeks from date EE report was received on Portico.	– APQS to QSC Chair / nominee	External Examining Webpage : Information for Board Teams: Annual Report and Responses FAQs section - Overview of External Examining Reporting Process	

Step	Action
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