**THE REPORT FORM**

Your report will provide the University with formal feedback and comments upon the way our programmes are working.

Please complete the report as fully as possible. The form is not intended to constrain your replies in any way and the space available under each heading should not influence your decision about the relative importance of each item. There may be minor points that may have occurred to you which would be difficult to set down in a few words as part of your report. Opportunities will arise for you to talk informally with members of the Programme Board so that these minor details can be mentioned.

Our External Examiners reports are seen and discussed by the academic staff members of the School responsible for the modules/programme(s) with which you have been involved and by staff in the School and at the centre of the University responsible for academic quality and standards in learning and teaching. They may also be seen by members of external bodies with a valid interest, such as professional accreditation committees.

The reports will be shared with student representatives who sit on the School Student-Staff Liaison Committee concerned with the relevant programme(s). An extra section is included at the end of the report form where External Examiners may, if they so wish, include comments they consider are confidential in nature and should not be shared with the students’ representatives. Under these arrangements, External Examiners’ reports will remain confidential to the University and will not be published.

The report form has been emailed to you and can also be downloaded from the following web address:

[www.lboro.ac.uk/admin/ar/student/exams/**external**/**report**.doc](http://www.lboro.ac.uk/admin/ar/student/exams/external/report.doc)

The form should be completed electronically and emailed to Kyla Sala, External Examiner Department, Programme Quality and Teaching Partnerships Office, Academic Registry, Rutland Building, email: external-examiners@lboro.ac.uk as soon as possible after the meeting(s) of the Programme Board(s) with which you are involved. Among other things, this will help us to ensure that you receive your payment promptly. If you are unable to send the form electronically, please send it by post. If you have any queries regarding completion of the form, please email external-examiners@lboro.ac.uk and we will be happy to deal with them.

November 2020