**PROFORMA FOR REPORT OF FACULTY REPRESENTATIVE AT BOARD OF EXAMINERS MEETINGS**

**Updated November 2023**

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| FACULTY:  |  |
| BOARD OF EXAMINERS: | DATE OF MEETING: |
| CHAIR: | BOARD ADMINISTRATOR: |
| NUMBER OF EXAMINERS ATTENDING: | Internal:  External:  |
| BOARD MEMBERSHIP LIST: | PROVIDED/ NOT PROVIDED |
| INTRODUCTIONS AT START OF MEETING? | YES/NO |
| IS THE BOARD [QUORATE](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-13-boards-examiners#13.2)?  | YES / NO |
| MINUTES OF LAST MEETING: | PROVIDED/ NOT PROVIDED |
| LAST YEAR’S EXTERNAL EXAMINER REPORT(S) AND DEPARTMENTAL RESPONSE(S): | PROVIDED/ NOT PROVIDED |
| AGENDA: | PROVIDED/ NOT PROVIDED |
|  PORTICO REPORTS USED? | YES/NO |
| QUALITY OF PAPERWORK: | SATISFACTORY/ \*UNSATISFACTORY (\*see ‘Issues’ section below) |
| SECRETARY/MINUTE TAKER: | PRESENT/ NOT PRESENT |
| EXTERNAL EXAMINER(S) INVITED TO COMMENT: | YES/ NO |
| EXTERNAL EXAMINER(S) CONFIRMED FOR FOLLOWING SESSION: | YES / NO |
| OVERALL CONDUCT OF MEETING: | SATISFACTORY/ \*UNSATISFACTORY (\*see ‘Issues’ section below) |
| Faculty Representative to check the following actions have been completed by Board Chair / Board Admin (prior to or at the Board of Examiners meeting)  |
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| DETAILS ON EXTERNAL EXAMINER [FEE AND EXPENSES CLAIM PROCESS](https://www.ucl.ac.uk/srs/academic-policy-and-quality-assurance/external-examining/fees-and-expenses-faqs) (made available to the External Examiner(s) in advance): | PROVIDED/ NOT PROVIDED |

ISSUES (for example: regulatory queries, breach of anonymity, quoracy, quality of paperwork, management of the Board (Chair or Secretary issues), External Examiner concerns)

ANY OTHER COMMENTS:

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| NAME OF REPRESENTATIVE: |
| SIGNATURE: | DATE:  |