|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UCL QUALITY REVIEW FRAMEWORK - ANNEX 9.4.1:**  **SUMMARY OF DEPARTMENT RESPONSES TO EXTERNAL EXAMINER RECOMMENDATIONS**  **Updated May 2023** | | | | | | |
| This template allows departments to record EE recommendations and responses in one document that can be circulated to wider groups. This can also be used as an action plan, identifying a person responsible and a completion date. The entire external examiner’s report should be reviewed and responded to, including Questionnaire Sections 1, 2, and recommendations and general comments.  *Please note, this template cannot be uploaded to Portico, instead a departmental response must be written directly into Portico (if you copy and paste from this form please copy the headings (boxes highlighted in grey) along with your response and adjust for lost formatting as required).* | | | | | | |
| **Board Name and External Examiner:** | | | **Completed by:**  **(Name and Role)** | | | |
| **Faculty and Department:** | | | **Date completed:** | | | |
|  | | | | | | |
| **Recommendation**  **Categories**  **Key Headings**  **(for each response)** | **Essential 1\*** | **Essential 2\*** | **Advisable\*** | **Desirable 1\*** | **Desirable 2\*** | **Good Practice / Further General comments section** |
| **External Examiners’ Recommendations:** |  |  |  |  |  |  |
| **Departmental Response:** |  |  |  |  |  |  |
| **Person Responsible (Name/ Position):** |  |  |  |  |  |  |
| **Completion Date (Month /Year):** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*\*

\*add/delete as appropriate