**External Examiner Significant Issues Form**

The following form is the mechanism by which to highlight at University-level any significant issues (such that it would put the University at risk in terms of compliance) raised by External Examiners.

The information on this form must be sent for consideration by the Faculty Education and Portfolio Sub-Committee accompanied by the External Examiner report and the Course Director response to the report.

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| **Section 1 – Course Title** |
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| **Section 2 – Summary of issue(s) raised** |
| **External Examiner name:** |
| **Reporting period:** |
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| **Section 3 – Actions taken and progress up to date** |
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| **Section 4 – Confirmation of consideration** |
| Following consideration of the issue by the Faculty Education and Portfolio Sub-Committee, the form should be submitted to the Education Committee. |
| **COURSE DIRECTOR PRINTED NAME:** |
| **COURSE DIRECTOR SIGNATURE:** | **DATE:** |
| **HEAD OF SCHOOL PRINTED NAME:** |
| **HEAD OF SCHOOL SIGNATURE:** | **DATE:** |
| **FACULTY DIRECTOR OF QUALITY PRINTED NAME:** |
| **FACULTY DIRECTOR OF QUALITY SIGNATURE:** | **DATE:** |