Date *[insert date]*

Dear *[insert name of external examiner]*

**External Examiner’s Report: 20XX/XX** *[insert the correct academic session e.g., 2022/23]* **Programme(s):** *[ insert name(s) of the programme(s) the EE report covers]*

I am writing to thank you for all your support over the last year and for your detailed and thoughtful feedback within your annual report. Your report has been discussed at the Programme Management Board (PMB) on *[insert date]* and the University is pleased to note your positive comments:

* Strengths
* Good practice

*[Summarize the strengths and any features of good practice. For genuine good practice (*[*see Guidance for external examiners on good practice*](https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/external-examiners/good-practice-guidance-for-ex-ex.pdf)*), describe how this has been or will be disseminated more widely]*

You identified the following issues within your report, to which you have yet to receive a response:

* Issue
* Response

*[Respond to issues identified, highlighting the action to be taken or already taken, and if the former, include the person/group responsible for the action and the timescale for the action.*

*Where actions have been set, an update should be provided to the external examiner once completed.*

*Ensure that unresolved actions are included on the Programme Self-Assessment Report and Quality Improvement Plan (PSAR) or Collaborative Provision Programme and Appraisal and Enhancement (CP-PAE).*

*Be as specific as possible. For example, the examiner does not want to hear that you will ‘endeavour to improve feedback practices’. They want to know what you will do to encourage that improvement.*

*Try to make your proposed action SMART so that it will be possible to track what has been done.*

*You do not need to agree with everything the examiner proposes. If you believe there is no need for change, then you can say so, but you must provide a rationale.*

*Don’t be afraid to admit that you don’t know why a certain problem is recurring. In this case the best action in response might be to conduct more research so that you can find out more about the causes of the issue.]*

*[If there are any outstanding unresolved matters from the previous report which were not included in the previous response, please summarize the issues and state how these matters have been/are to be resolved]*

If you require any further clarification for any of the points please do not hesitate to contact us. Finally, we would like to thank you for all the input and support you have given us throughout *your term in office/ the academic session* as an external examiner.

Yours sincerely,

*[Insert programme leader name or PMB chair*

*Insert name of programme*

*Insert contact details (office address, telephone number, e-mail address)]*

cc. Associate Professor (Quality)

Quality Assurance Administrator

PMB Chair

PMB servicing officer

Department of Academic Quality *(*[*qaequiries@dmu.ac.uk*](mailto:qaequiries@dmu.ac.uk)*)*