Authors should reflect upon and summarise the key issues raised by External Examiners in their reports on the 2016-17 academic year. Where a report has not yet been responded to it has been provided as a Word document. Authors are asked to respond to these reports and submit the completed report/response with the annual monitoring report. Similarly, any outstanding reports should be followed up with the External Examiner(s) concerned and submitted with the annual monitoring report.

Authors should focus in particular on any suggestions for improvement or recommendations made by External Examiners and outline what has already been done or is planned to address those areas. Much of this will already have been outlined in the Department’s formal response to the report, including any action that is proposed to address the issue(s). Where further action has been identified in a response to an External Examiner's report this must be included in the action plan, identifying who is responsible for the action and the target date for completion.

In some instances the Department may have opted not to implement a suggestion or recommendation made by an External Examiner. Where this is the case and it is not already addressed in the Department’s response it would be helpful to briefly outline the reasons for this in this section of the report.

In order to assist readers of the report it would be helpful to cross-reference comments in this section to the relevant External Examiner’s reports / Department responses which will be included as an appendix to the final report.