



Guidance for Link Tutors: External Examiner Annual Reports – 2022-23 reporting cycle - Online Reporting Tool

Liverpool John Moores University uses an External Examiner online reporting tool, housed in our WebHub system. This is designed to streamline the processes associated with External Examiner reports and responses, and create a more dynamic way of managing reports.

We have enhanced the process so that, for collaborative provision, staff at collaborative partners are able to respond to External Examiner reports directly (via the online report and response tool within WebHub).

To facilitate this, following submission of the External Examiners' report, **Link Tutors** will need to assign the report, for response, to the designated Programme Leader (or nominee) from the partner, via WebHub (please see '*Link Tutor Guidance on Assigning Collaborative Staff to External Examiner Reports*', under the 'Links' tab [here](#)). Should the report need to be completed by a partner colleague who does not have access to WebHub, the partner colleague will need to request access (details on how to do this can be found within the university's [advice and guidance](#) for collaborative partners).

Once the Link Tutor has assigned the report to the designated partner Programme Leader (or nominee), they will receive an automated email notification to their LJMU email address (details of how to forward emails from your LJMU account are attached).

Although Programme Leaders will be responsible for entering responses on the online interface, and progressing them through the workflow, responses must be completed in consultation with the Link Tutor at LJMU.

For Programme Leaders at partners, the online report/response tool can be found on the Homepage of WebHub (a link to WebHub is available on the LJMU Website, here: <https://www.ljmu.ac.uk/staff/staff-quick-links>).

Data Protection/GDPR:

Please remember that External Examiner reports and responses are shared with students, colleagues, and – if required – other organisations such as PSRBs. Therefore, when completing reports and responses, please ensure that comments do not include:

- Individual names of staff and students;
- Any information by which an individual could be identified, or by which they could identify themselves;

- Any information which is potentially sensitive or confidential.

Timescales and deadline for submission:

The deadline for External Examiners to submit their 2022-23 Annual Reports is as follows:

- **Friday 1st September 2023**, *for programmes with Boards of Examiners in June.*
- **Within 1 month of the Board of Examiners**, *for programmes with Boards of Examiners at non-standard times of year.*

The deadline for programme teams to submit their responses is:

- **Friday 27th October 2023**, *for programmes with Boards of Examiners in June.*
- **Within 6 weeks of receipt of the report**, *for programmes with Boards of Examiners at non-standard times of year.*

Further information and guidance on the WebHub tool can also be accessed via WebHub: <https://aphub.ljmu.ac.uk/Staff/WH2/General/index.asp>

You can also find further general guidance on completing responses to External Examiner reports here (under the 'Links' tab): <https://www.ljmu.ac.uk/academic-registry/staff/quality-and-standards/external-examining>