**PROFORMA FOR REPORT OF FACULTY REPRESENTATIVE AT BOARD OF EXAMINERS MEETINGS**

**Updated May 2021**

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| FACULTY: |  |
| BOARD OF EXAMINERS: | DATE OF MEETING: |
| CHAIR: | BOARD ADMINISTRATOR: |
| NUMBER OF EXAMINERS ATTENDING: | Internal:    External: |
| BOARD MEMBERSHIP LIST: | PROVIDED/ NOT PROVIDED |
| INTRODUCTIONS AT START OF MEETING? | YES/NO |
| IS THE BOARD [QUORATE](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-13-boards-examiners#13.2)? | YES / NO |
| MINUTES OF LAST MEETING: | PROVIDED/ NOT PROVIDED |
| LAST YEAR’S EXTERNAL EXAMINER REPORT(S) AND DEPARTMENTAL RESPONSE(S): | PROVIDED/ NOT PROVIDED |
| AGENDA: | PROVIDED/ NOT PROVIDED |
| PORTICO REPORTS USED? | YES/NO |
| QUALITY OF PAPERWORK: | SATISFACTORY/ \*UNSATISFACTORY (\*see ‘Issues’ section below) |
| SECRETARY/MINUTE TAKER: | PRESENT/ NOT PRESENT |
| EXTERNAL EXAMINER(S) INVITED TO COMMENT: | YES/ NO |
| EXTERNAL EXAMINER(S) CONFIRMED FOR FOLLOWING SESSION: | YES / NO |
| OVERALL CONDUCT OF MEETING: | SATISFACTORY/ \*UNSATISFACTORY (\*see ‘Issues’ section below) |
| Faculty Representative to check the following actions have been completed by Board Chair / Board Admin (prior to or at the Board of Examiners meeting) | |
| ELIGIBILITY TO WORK DOCUMENTATION FOR EXTERNAL EXAMINERS:  CHECKED AND SECURELY STORED BY DEPT:  Please note: For further information and current guidance, please refer to the HR webpage  <https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/guide-right-work-checks> | YES / NO |
| EXTERNAL EXAMINER FEE PAYMENT AND EXPENSES CLAIM FORM (made available to the External Examiner(s) in advance):  *Please note this is not required for 2020/21 AY* | PROVIDED/ NOT PROVIDED |

ISSUES (for example: regulatory queries, breach of anonymity, quoracy, quality of paperwork, management of the Board (Chair or Secretary issues), External Examiner concerns)

ANY OTHER COMMENTS:

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| NAME OF REPRESENTATIVE: | |
| SIGNATURE: | DATE: |