**ReSPONDING TO External Examiners Report within the online system**

**Notes for Course Directors and Year Leaders**

1. Once the report has been submitted by the External Examiners, the Course Directors/Year Leader receives an email invitation to log into the system to access the report and respond to the External Examiners’ comments. The email will include a link to the report. Should for some reason the link is not accessible, Course Director/Year Leader can access the report by logging into <https://exr.rvc.ac.uk/> using their RVC credentials.
2. The system will display a list of reports available/applicable to the Course Director/Year Leader. Those requiring attention will be marked in **red.**
3. When Course Director/Year Leader selects/clicks on the name of the report they would be presented with the report written by the External Examiner. The report consists of a series of tabs, each dedicated to a different area of standards assessment.
4. Below each External Examiners’ comment there is a comment box for Course Director/Year Leader to add their comments, resulting actions, action deadline and the person assigned to carry out the action.
5. The online report has an auto-save function, meaning the comments entered are automatically saved. Course Director/ Year Leader can stop work and resume by simply logging back into the system.
6. To submit their comments/actions, Course Directors/Year Leaders should click the submit button at the end of the final tab '6 Completion'. A confirmation pop-up box will be displayed and once the submission of the report is confirmed, the report status will change so that no further comments can be added this stage.

**Note**: It is possible to download and print the report from the online system.

Please feel free to contact [externalexamining@rvc.ac.uk](mailto:externalexamining@rvc.ac.uk) or Ana Filipovic [afilipovic@rvc.ac.uk](mailto:afilipovic@rvc.ac.uk%20) with any queries!

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