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| Completion of Report  This report template should be completed by Award External Examiners who are unable to attend an award board either in person or virtually (e.g. via skype) in order for their comments to be considered at the board.  Guidance for Award Board Secretaries - Circulation of Report   1. A copy of the in absentia report should be circulated to all members of the award board. 2. A scanned copy of all reports should be forwarded to [academicquality@staffs.ac.uk](mailto:academicquality@staffs.ac.uk). |

**Part A: (For completion by Registry Services)**

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| **School:** |  | **Date of Board:** |  |
| **Title of Board:** |  | | |
| **Chair of Board:** |  | **Secretary:** |  |
| **External Examiner:** |  | | |

**Part B: (For completion by the External Examiner)**

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| Please provide any comments you wish to be raised at the award board. |
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