Preliminary report – internal examiner

Each examiner is asked to write an independent preliminary report on the thesis. It is expected that this will be written by each examiner after reading the thesis but before conferring with the co-examiner about it.

Typically, the preliminary report identifies particular areas which the examiner believes should be explored with the candidate during the viva voce examination, and, if possible, a tentative recommendation, based on an assessment of the thesis, for the result of the examination. Tentative recommendations should not be indicated to the candidate in advance of the oral, which is an integral component of the examination. The examiners should exchange their preliminary reports with each other before conducting the viva voce examination.

Copies of the examiners’ preliminary and joint reports must be submitted, alongside a completed Examiners Report, to the Registry’s Assessment Records Team (assessment.records@imperial.ac.uk) within **two weeks of the oral examination**.

The College’s appointed Internal Examiner is responsible for ensuring that all required documents are submitted to the Registry for processing.

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| --- | --- |
| **Name of Candidate:**  |  |

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| --- | --- |
|  |  |
| **Name of Internal Examiner/s:**  |  |
| **Internal Examiner’s signature:** |  |
| **Date:** |  |

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| --- |
| **Internal Examiners’ comments** |
|  |

# Guidance and further information

Should you require any assistance or further information on the College’s doctoral examination procedures and requirements, please contact the Registry Assessment Records Team:

Assessment Records Team

Imperial College London

Registry

Level 3 Sherfield Building

South Kensington Campus

London SW7 2AZ

Email: assessment.records@imperial.ac.uk

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