# Report Form for External Programme Assessors and External Examiners



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| **Name of External Examiner:** | |
| **Home institution and/or other professional/institutional affiliation:** | |
| **This report covers:**  (Please name programmes or modules) | |
| **Report for the Academic Period:** | **Date of Report:** |

PLEASE ANSWER THE FOLLOWING WITH EITHER ‘YES’, ‘NO’ OR ‘N/A’. SPACE HAS BEEN PROVIDED OVERLEAF FOR TEXTUAL COMMENTS. WITH THE EXCEPTION OF COMMENTS ENTERED ON THE FINAL SHEET, THE REPORT IN ITS ENTIRETY MAY BE SHARED WITH STUDENT REPRESENTATIVES IN THE RELEVANT DEPARTMENT.

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| Information | | |
| 1 | Have you been provided with adequate information about the University regulations, methods of assessment and your duties and rights as an External Examiner? |  |
| Module/Programme Outcomes | | |
| 2 | Have the Modules/Programmes you examined met their stated aims and intended learning outcomes? |  |
| Examinations | | |
| 3 | Did you have the opportunity to comment on the draft examination papers? |  |
| 4 | Were your comments taken into account? |  |
| 5 | Were you satisfied with the level, range, design and structure of questions set? |  |
| 6 | If your duties included moderating the marking of papers, did you find the standard  of first and second marking satisfactory? |  |
| 7 | Did you receive model answers, marking schemes or guideline solutions for written examination papers (if appropriate)? |  |
| 8 | Was there an appropriate spread of marks? |  |
| 9 | Did you receive all the examination scripts for your modules that you expected? |  |
| 10 | If you received a sample, were you consulted about the sampling criteria? |  |
| 11 | Did the sample provided meet these criteria? |  |
| 12 | Were you given sufficient time for moderation? |  |
| Assessed Coursework | |  |
| 13 | Did you have access to all of the assessed coursework you needed to see? |  |
| 14 | Did you receive the model answers, marking schemes or guideline solutions  for assessed coursework (if appropriate)? |  |
| 15 | Were you satisfied with the level, range, design and structure or the coursework set? |  |
| 16 | Was the standard of marking and feedback in assessed coursework satisfactory? |  |
| 17 | Did you have sufficient time for coursework moderation? |  |
| Viva Voce Examinations | | |
| 18 | Did you participate in any viva voce examinations? |  |
| 19 | Were you satisfied with the conduct of the viva voce examination(s) and the outcome(s)? |  |
| Conduct of Meetings | | |
| 20 | Did you attend the Module Boards and/or Programme Boards for the programmes  for which you are responsible? |  |
| 21 | Was the organisation and conduct of these meetings satisfactory? |  |
| 22 | Were all candidates dealt with fairly and objectively, including those who had submitted claims of impaired performance? |  |
| Quality and Standards | | |
| 23 | In your experience, were standards comparable with other UK universities and, where appropriate, universities outside the UK? |  |
| 24 | In your experience, were the standards of the awards and award elements appropriately set with reference to:  (a) National subject benchmarks (where they exist)  (b) The Framework for Higher Education Qualifications  (c) Institutional programme specifications and other relevant information? |  |
| 25 | In your experience, was the level of student attainment comparable with that of  students in other UK universities and, where appropriate, universities outside the UK? |  |
| 26 | Were the standards achieved comparable with previous years? |  |
| Handover | | |
| 27 | If this is your first year, did you have access to any reports from previous  External Examiners? |  |
| 28 | Had all points of concern raised by you or other External Examiners the previous year been dealt with satisfactorily? |  |

#### PLEASE COMMENT ON THOSE QUESTIONS TO WHICH YOU ANSWERED ‘no’

### Question Number

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**Please comment on the standard and relevance of the programme(s) in relation to   
national subject benchmarks, the Framework for Higher Education Qualifications and,   
if appropriate, relevant international criteria.**

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#### Please offer any comments you may wish to on the background information provided in relation to the programme/modules, and the University’s assessment procedures generally.

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**Please offer any comments you may wish to on the Department, its teaching quality, attention to diversity issues such as gender, race and ethnicity, learning   
and teaching resources, and administration.**

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**External Examiners’ reports inform Programme Review and the monitoring of quality assurance. Please comment on the coherence of policies and procedures relating to External Examiners and their consonance with the explicit roles required of them. Indicate if there are weaknesses which need to be addressed and if you have any suggestions for improvements to programmes of study.**

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**Signature: Date:**

Please use the space below for any comments you wish not to be shared with student representatives on the staff/student committees concerned with the relevant programme(s).

IT MAY BE LEFT BLANK

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**Unless you signify an objection, this report in its entirety will be seen by a number of people (inside and outside the University) with responsibility for quality assurance and enhancement. Any comments entered on the final sheet will not be disclosed to students except in response to a request under the Freedom of Information Act.**

**Signature…………………………………… Date……………………….**

## Under the Freedom of Information Act 2000, the University may be obliged to release copies of external examiner reports in response to requests from members of the public. Under the Data Protection Act 2018, the University may be required to release comments on individual examination scripts (to the exam candidate).

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