



External Examiner Report for Subject Boards 2020-2021

Notes:

1. Please submit this form within four weeks from the date of the board attended. You may save your report and return to it at any stage prior to submission (you can choose to have a resume link emailed to you when prompted). Payment will be released following submission and approval of report(s)*.
2. Please provide a detailed narrative to accompany multiple-choice selected responses where appropriate, as this encourages reflection and supports the enhancement of our academic provision.
3. In the interests of maintaining the rigour of external scrutiny of its academic provision the University reserves the right to ask you to expand on any comments you have made.
4. In the interests of confidentiality please ensure that your report does not name or otherwise identify any individuals (students or staff).
5. Where you examine provision which is taught at partner institution(s), please provide separate comments for each partner for whom you are responsible. We would also appreciate any overarching comments you might have about the provision.
6. If your sole responsibility is provision delivered at partner institutions, please complete the entire form.
7. Where you examine both undergraduate and postgraduate provision please make it clear if your comments refer to undergraduate, postgraduate or both.
8. Please note that your report will be made available to students.

*Subject External Examiners covering both undergraduate and postgraduate provision may be expected to produce two reports due to the different reporting periods of the Assessment Boards.

Although you are required to submit this form on this template a non-editable PDF has also been provided should you wish to view a blank proforma prior to completion.

Name of External Examiner

First

Last

Academic Session

Faculty/RWCMD

Place of work (please specify retired if this is the case)

Please provide the title(s) of the course(s) for which you are an External Examiner.

Please tick the partner institutions you examine. If you are responsible for multiple partners please ensure commendations and recommendations clearly address to which collaborative partner you are referring.

- | | |
|---|--|
| <input type="checkbox"/> NONE | <input type="checkbox"/> Blackburn |
| <input type="checkbox"/> Bridgend College | <input type="checkbox"/> Cardiff and Vale College |
| <input type="checkbox"/> Coleg Gwent | <input type="checkbox"/> Coleg y Cymoedd |
| <input type="checkbox"/> Gower College Swansea | <input type="checkbox"/> Institute of Contemporary Music Performance |
| <input type="checkbox"/> Learnu Limited | <input type="checkbox"/> NPTC Group (Neath Port Talbot College) |
| <input type="checkbox"/> The College Merthyr Tydfil | |

Would you like to view a full list of Collaborative Partners

- Yes No

1 YOUR ROLE

Please include comments on the sufficiency of the information given concerning your role as External Examiner, and the usefulness of relevant documentation received (including regulations and assessment criteria).

Question 1.1

How satisfied are you that you were adequately informed of your duties and rights as an External Examiner?

- Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 1.2

Were you assigned a mentor to assist you?

Yes No Not Applicable

N.B. Mentors are made available to those with no prior External Examiner experience for the first year of their tenure.

If applicable, please provide any additional comments you may have on the mentor (or lack of) assigned to you.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 1.3

Have you received a response to your previous report? (Or the previous External Examiner's report if it is your first year)

Yes No

If no, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 1.4

If applicable, have issues you raised been adequately addressed? (Or issues raised from the previous External Examiner's report if it is your first year)

Yes No

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 1.5

Were there any matters which should be noted in relation to professional bodies?

Yes No Not Applicable

If yes, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 1.6

Do you have any observations about our regulations, including the Exceptional Arrangement regulations and No Detriment approach (where applicable), which you would like to make?

Yes No

If yes, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2 PARTICIPATION IN THE MODERATION PROCESS

Please include comments on: the sufficiency of the opportunity given to approve examination papers and coursework assignments; opportunities for inspection and adequacy of samples of examination scripts and coursework submissions; attendance at oral examinations, student performances or presentations; involvement in meetings of examiners; and the conduct of the Assessment Boards.

Question 2.1

Did you agree with the Chair of the Subject Assessment Board and the Course/Module Leader, as appropriate, the information you required on the modules for which you are responsible?

Yes No

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 2.2

How satisfied were you that you saw appropriate and sufficient evidence of moderation when sampling assessments that you were provided with?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

2.2.1. If examining partner institution(s), please comment on whether you saw appropriate and sufficient evidence of moderation when sampling scripts from partner institution(s) including Work Based Learning assessments where applicable.

2.2.2. Please provide a list of modules and a summary of the samples provided to you including Work Based Learning assessments where applicable.

N.B. Subject External Examiners should expect to receive a sample of work from each partner institution, if they are responsible for examining multiple partner institutions.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 2.3

Did your access to relevant material to enable you to fulfil your duties as an External Examiner?

Yes No

This would include External Examiner Handbook, External Examiner Training and access to the Regulations for Taught Courses, for example.

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 2.4

2.4.1 Did you attend an undergraduate Subject Assessment board during the academic year?

Yes No Not Applicable

Date of undergraduate Assessment board(s)

If yes, please provide additional comments on the undergraduate Subject Assessment board(s) you attended.

If no, please provide additional detail below as to why you were unable to attend an undergraduate Subject Assessment board(s) this academic year.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2.4.2. How satisfied were you with the extent to which you were able to participate as a member of the undergraduate Subject Board?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2.4.3. How satisfied were you with decisions made at the undergraduate Subject Board?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2.4.4. How satisfied were you that the undergraduate Subject Board was conducted properly and in accordance with the agenda?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 2.5

2.5.1. Did you attend a postgraduate Subject Assessment board during the academic year?

Yes No Not Applicable

Date of postgraduate Assessment board(s)

If yes, please provide additional comments on the postgraduate Subject Assessment board(s) you attended.

If no, please provide additional detail below as to why you were unable to attend a postgraduate Subject Assessment board(s) this academic year.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2.5.2. How satisfied were you with the extent to which you were able to participate as a member of the postgraduate Subject Board?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2.5.3. How satisfied were you with decisions made at the postgraduate Subject Board?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

2.5.4. How satisfied were you that the postgraduate Subject Board was conducted properly and in accordance with the agenda?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 2.6

Were you adequately informed of any changes to current regulations (usually communicated through the Board agenda)

Yes No Not applicable

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

3 APPROPRIATENESS OF THE STRUCTURE AND CONTENT OF THE COURSE OR SUBJECT AND MODULES

Please comment on whether the structure and content of the course/subject strand and its component modules are coherent and appropriate to the level of the qualification, the subject area, and the particular aims of the course/subject.

Question 3.1

Were you satisfied with the evidence of research/scholarship informing the curriculum and its pedagogy?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

4 ASSESSMENT

Please comment on whether the methods of assessment, marking, and classification (if applicable) are appropriate to the aims, intended learning outcomes, structure, and content of the course/subject strand; whether the assessment criteria, marking schemes and classification are set at the appropriate level; whether the method of final assessment allows for appropriate discrimination between candidates; and student awareness of the assessment scheme and criteria..

Question 4.1

How satisfied were you with the standard and consistency of marking applied by the internal examiners?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 4.2

In boards you attended, were you satisfied that discretion was applied equitably?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 4.3

How satisfied were you that the methods of assessment were well balanced and fair?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 4.4

4.4.1. How satisfied were you that the methods of assessment relate to and adequately test the learning outcomes of the modules and course, including in-year modifications made to teaching and assessments due to restrictions associated with the pandemic?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

4.4.2. If you are responsible for examining at one or more partner institution, please comment on the marking applied by collaborative staff at each partner institution.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

5 GENERAL QUALITY OF STUDENTS' WORK

Please comment on your overall impression of the quality of the students and their achievements and whether you are satisfied that the general quality of work reflects the level of qualification and the aims and intended outcomes of the course/subject strand.

Question 5.1

What are the strengths and weaknesses of the student cohort in terms of their results?

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 5.2

Did the students' work exhibit a satisfactory level of contemporary scholarship for the level of study?

Yes No

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 5.3

5.3.1. If this is not your first year in tenure, were you satisfied with the overall standards achieved by students in previous years?

Yes No Not Applicable

5.3.2. If this is not your first year in tenure, have the overall standards been maintained compared to previous years?

Significantly decreased Decreased Maintained Increased Significantly increased Not applicable

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 5.4

How satisfied were you with the standards achieved by students at partner institutions in comparison to provision offered on-campus?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 5.5

How satisfied were you with the standards of work-based or placement learning at partner institutions?

Very unsatisfied Unsatisfied Neutral Satisfied Very satisfied Not applicable

If applicable, please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

6 STUDENT LEARNING

Please comment on whether the range of assessment methods and outcomes provides evidence of effective student learning.

Question 6.1

Please identify any areas that you feel would enhance the quality of the learning experience provided to students

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

7 COMPARABILITY WITH PROGRAMMES OF STUDY AT OTHER INSTITUTIONS

Based on your experience, please indicate whether you consider that the standards of the course/subject strand and its assessment, and of student performance, are comparable with those at other institutions.

Question 7.1

Are the standards of student performance comparable with similar subjects in other institutions with which you are familiar?

Yes No

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

8 STUDENT CONSULTATION

Please list any matters identified by you or by students (where you have met them) which might be appropriate for discussion with students at the Staff/Student Course Liaison Group or through other means.

Question 8.1

If you asked to meet students were you given the opportunity?

Yes No Not Applicable

Please provide additional comments to support your selected response in the space below.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

By Date

By Whom

Yes No

9 OTHER COMMENTS

Please indicate what you consider to be the best features of the course/subject, its strengths and weaknesses. Add any other comments which you would wish to make, including possible improvements, based on your experience elsewhere. Please distinguish between recommendations and suggestions for consideration.

Question 9.1

Please detail any matters of good practice from the subject that you wish to commend to the University.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 9.2

Please provide below any other observations concerning collaborative arrangements with partner institutions (if applicable)?

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Question 9.3

Is this the final year as an External Examiner?

Yes No

9.3.2. If this is your final year, please provide an overview of your tenure.

Faculty Response to External Examiner Comments (For internal use only)

Action Required?

Yes No

By Date

By Whom

Thank you for completing this report and for undertaking external examining duties for the University.

Additional notes:

1. External Examiners' reports are an important part of the University's quality assurance and enhancement systems. Upon receipt, they are scrutinised by the QAE before being circulated to the Dean of Faculty. Where reports cover collaborative provision, they are also circulated to the HE Managers of the relevant partner institution(s).
2. Where External Examiners' have examining responsibilities for both undergraduate and postgraduate provision and thus attend Subject Boards in different periods of the academic year, they are reminded to provide additional comments in an addendum or in a separate report.
3. If QAE identifies any matters of particular concern, or requiring immediate attention, an urgent response will be requested from the faculty and/or partner institution. Similarly, it would be most helpful if you could identify any matters which you believe are particularly urgent or important.
4. The faculty and/or partner institution will provide a formal response to you within approximately eight weeks of receiving your report.
5. You have the right to raise any matters of serious concern with the Vice-Chancellor by means of a separate confidential written report.

Date of Submission

Please ensure you press Submit (below) once you are satisfied that you have completed your report.