



University of South Wales - Course External Examiner Report

Notes:

1. Please submit this form within four weeks of Progression and Award Board. 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 reports.
2. 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.
3. In the interests of confidentiality please ensure that your report does not name or otherwise identify any individuals (students or staff).
4. Where you examine provision which is taught at a number of partner institutions 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.
5. If your sole responsibility is provision delivered at partner colleges please complete the entire form.
6. The University only requires you to complete one report regardless of how many courses you have responsibility for.
7. Where you examine both undergraduate and postgraduate awards please make it clear if your comments refer to undergraduate awards, postgraduate awards or both.
8. Please note that your report will be made available to students.

Name of External Examiner

<input type="text"/>	<input type="text"/>
Title	First

<input type="text"/>
Last

Academic Session

<input type="text" value="2018-2019"/>
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Faculty/RWCMD

<input type="text"/>

Place of work

<input type="text"/>

Please enter Retired if this is the case

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

Course 1

Course Title

<input type="text"/>

Please tick the partner institutions you examine

- | | |
|--|---|
| <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"/> Grŵp Llandrillo Menai |
| <input type="checkbox"/> Institute of Contemporary Music Performance | <input type="checkbox"/> Learnna Limited |
| <input type="checkbox"/> NPTC Group (Neath Port Talbot College) | <input type="checkbox"/> The College Merthyr Tydfil |
| <input type="checkbox"/> <input type="text"/> | |

Where you are responsible for multiple collaborative partners, please ensure comments throughout the report clearly address to which collaborative partner you are referring.

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; the usefulness of relevant documentation received (including regulations and assessment criteria).

Question 1.1

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

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

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 1.2

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

If you were assigned a mentor, how satisfied were you with the support received?

Comments

1.2a If you served as a mentor, please comment on your experience.

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 1.3

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

Yes No Not Applicable

Comments

Faculty Comments

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 Examiners report if it is your first year)

Yes No Not Applicable

Comments

Faculty Comments

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

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 1.6

Do you have any observations about our regulations you would like to make?

Yes No

Comments

Faculty Comments

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 Progression and Award Board or the Course/Module Leader, as appropriate, the information you required on the modules for which you are responsible?

Yes No

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 2.2

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

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

Any additional comments regarding standards of the modules

2.2a Please comment on appropriate and sufficient evidence of moderation when sampling scripts from partner institutions including Work Based Learning assessments where applicable

2.2b Please provide a list of modules and a summary of the samples provided to you including Work Based Learning assessments where applicable

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 2.3

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

Yes No

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 2.4

Did you attend a Subject Assessment board during the academic session?

Yes No

Date of Event

Please comment on the Subject Assessment board you attended.

Did you attend the Progression and Award Assessment board during the academic session?

Yes No

Date of Event

Please provide details if you were unable to attend a board this year.

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

2.4a How satisfied were you with the extent to which you were able to participate as a member of the Progression and Award Board?

Comments

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

2.4b How satisfied were you with the decisions made at the Progression and Award Board?

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 2.5

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

Yes No

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 2.6

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

How satisfied were you that the Progression and Award Board was conducted properly and in accordance with the agenda?

Comments

Faculty Comments

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

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ied Very
Satisfied

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

Comments

Faculty Comments

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

Very
Unsatisfie
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tral Satisf
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Satisfied

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

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 4.2

Very Unsatis Neut Satisfi Very

Unsatisfied fied ral ed Satisfied

How satisfied were you with the comparability of treatment where discretion was exercised?

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 4.3

Very Unsatisf Neut Satisfi Very
Unsatisfied ied ral ed Satisfied

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

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 4.4

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

How satisfied were you that the methods of assessment relate to and adequately test the learning outcomes of the modules and courses?

Comments

4.4a If you are responsible for collaborative activity, please comment on the marking applied by collaborative centre staff

Faculty Comments

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 Progression/Award results?

Faculty Comments

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

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 5.3

Were you satisfied with the overall standards achieved by students in previous years?

Yes No Not Applicable

	Significantly Decreased	Decre ased	Mainta ined	Increa sed	Significantly Increased
5.3b Have the overall standards been maintained compared to previous years?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 5.4

Very Unsatisfi ied	Unsa tisfie d	Ne utr al	Sati sfie d	Very Satisfi ed
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If applicable, how satisfied were you with the standards achieved by students at collaborative partners in comparison to provision offered on-campus?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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{if (PleaseTickThePartnerInstitutionsYouExamine.Count() > 0)}

Comments

{Comments}

{ end if }

Faculty Comments

Action Required?

By Date

By Whom

Yes No

Question 5.5

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

If students undertook work-based or placement learning at collaborative partners how satisfied were you with the standards?

{if (PleaseTickThePartnerInstitutionsYouExamine.Count() > 0)}

Comments

{Comments}

{ end if }

Faculty Comments

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 Comments

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

Comments

Faculty Comments

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

Comments

Faculty Comments

Action Required?

Yes No

By Date

By Whom

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 Comments

Action Required?

Yes No

By Date

By Whom

Question 9.2

Do you have any other observations concerning collaborative arrangements?

Faculty Comments

Action Required?

Yes No

By Date

By Whom

Question 9.3

Is this the final year as an External Examiner?

Yes No

9.3a If this is your final year, please provide an overview of your tenure.

Faculty Comments

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 Academic Standards and Quality

Service before being circulated to the Dean of Faculty. In the case of collaborative areas the reports are also circulated to the Principal of each (partner) institution.

2. If the Academic Standards and Quality Service 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.
3. The faculty and/or partner institution will provide a formal response to you within eight weeks of receiving your report.
4. You have the right to raise any matters of serious concern with the Vice-Chancellor, if necessary by means of a separate confidential written report.
5. If you have a serious concern relating to systemic failings with the academic standards at the University and have exhausted all our internal procedures, including the submission of a confidential report to the Vice Chancellor, you may invoke the Quality Assurance Agency's concerns scheme or inform the relevant professional, statutory or regulatory body.

Date of Submission