



External Examiner Report for Progression and Award 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 reports.
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 processes for provision which is taught at partner institutions please provide references to each relevant partner. We would also appreciate any overarching comments you might have about the provision.
6. Please note that your report may be made available to students.

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

Place of work

Please specify retired if this is the case.

Please provide detail of the Progression/Award boards you have attended; this includes Faculty, Subject Areas and the dates of the boards.

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

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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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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

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

Yes No Not Applicable

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 1.3

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 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 1.4

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 1.5

Do you have any observations about our regulations, including the Exceptional Arrangement regulations, 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 ACADEMIC STANDARDS

Please indicate Yes, No or N/A to the following questions and add a narrative below each question. If you answer No we ask you specifically to expand on the reason(s) for this. However, we would strongly encourage you to make any other comments as you see fit, particularly if they concern good practice or enhancement.

Question 2.1

Were you satisfied with the clarity and consistency of the decisions made at the Subject Assessment Board and presented to the Progression and Award Assessment Board?

Yes No

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

Untitled

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

Action Required?

Yes No

By Date

By Whom

Question 2.2

Were the overall standards achieved by students comparable with previous years?

Yes No

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

Untitled

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

Action Required?

Yes No

By Date

By Whom

Question 2.3

Are the standards demonstrated by students comparable with those of students on similar awards in other institutions of which you are aware?

Yes No Not Applicable

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

Untitled

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

Action Required?

Yes No

By Date

By Whom

Question 2.4

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

Section

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

Action Required?

Yes No

By Date

By Whom

3 COLLABORATIVE ACTIVITY

If you attended Progression and/or Award Boards related to collaborative provision at a partner institution, please complete the following section and be specific as to which partner your comments pertain.

Please indicate Yes, No or N/A to the following questions and add a narrative below each question. If you answer No we ask you specifically to expand on the reason(s) for this. However, we would strongly encourage you to make any other comments as you see fit, particularly if they concern good practice or enhancement.

Question 3.1

Where the provision is also offered on-campus are you satisfied that the standards achieved by students at partner institutions are comparable with on-campus students?

Yes No Not Applicable

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

Section

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

Action Required?

Yes No

By Date

By Whom

Question 3.2

Where students were undertaking work-based or placement learning are you satisfied with the standards they achieved?

Yes No Not Applicable

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

Section

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

Action Required?

Yes No

By Date

By Whom

Question 3.3

Do you have any other observations concerning collaborative arrangements?

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

4 CONDUCT OF THE BOARD

Please indicate Yes, No or N/A to the following questions and add a narrative below each question. If you answer No we ask you specifically to expand on the reason(s) for this. However, we would strongly encourage you to make any other comments as you see fit, particularly if they concern good practice or enhancement.

Question 4.1

Were you satisfied that discretion was exercised or extenuating circumstances applied equitably?

Yes No

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

Section

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

Action Required?

Yes No

By Date

By Whom

Question 4.2

Was the Progression and Award Assessment Board conducted properly and in accordance with University regulations and were students on the award(s) treated equitably? This includes the Exceptional Arrangement regulations (where applicable)?

Yes No

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

Section

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

Action Required?

Yes No

By Date

By Whom

Question 4.3

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

Yes No

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

Section

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

Action Required?

Yes No

By Date

By Whom

Question 4.4

Please comment on the efficacy of the regulations, including the Exceptional Arrangement regulations in place this year.

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

Action Required?

Yes No

By Date

By Whom

5 GOOD PRACTICE AND ENHANCEMENT

Question 5.1

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

Section

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

Action Required?

Yes No

By Date

By Whom

Question 5.2

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?

By Date

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Yes No

6 MATTERS TO BE ADDRESSED

Question 6.1

Please detail any other matters you wish the Progression and Award Assessment Board or the University to address in the next academic session.

Section

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

Action Required?

Yes No

By Date

By Whom

Question 6.2

If this is your final year as an External Examiner please provide an overview of your term of office.

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

Action Required?

Yes No

By Date

By Whom

7 CROSS FACULTY COMMENTS

Question 7.1

Please detail any observations you may have regarding the Progression and Award board assessment process between faculties e.g. consistency of approach (where applicable).

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. 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 helpful if you could identify any matters which you believe are particularly urgent or important.
2. QAE will provide a formal response to you within eight weeks of receiving your report.
3. 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.
4. If you have a serious concern relating to systemic failings with the academic standards at the University and have exhausted 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 PSRB.

Date of Submission

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