**CONFIDENTIAL**

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**External Examiner’s Report**

**Academic Year \_\_\_**

*St Mary's University will regard this report as confidential but it will be made available to students and internal committees and may be made available to Validation Panels, to appropriate statutory or professional bodies and, on request, to representatives of QAA and OFSTED. In accordance with the Data Protection Act 2018, information within the report relating to named individual students or members of staff may also be made available to those individuals on request but in summary form and must be attached to your report as a separate, confidential Annex.*

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| **Name of Examiner:** |
| **Name of Programme(s)** (e.g. BA/BSc, MSc in ……): |
| **Module(s) Moderated** (if the entire programme, please state ‘All’): |
| External examining provides one of the principal means for maintaining UK academic standards within autonomous higher education providers. External examining is therefore an integral and essential part of institutional quality assurance, as outlined by the QAA in the UK Quality Code (<https://www.qaa.ac.uk/quality-code/advice-and-guidance/external-expertise>).The purpose of the annual External Examiner’s written report is to help St Mary's University to judge whether a programme of study is meeting its stated aims and learning outcomes and maintaining the standards of the award(s) to which it leads.The purpose of this form is to provide External Examiners with clear guidance on the topics to which the University attaches importance, as outlined in the *Guidelines for External Examiners* document *(*[*https://www.stmarys.ac.uk/about/external-examiners/docs/appointment/2017-nov-examiner-guidelines-17-18.pdf*](https://www.stmarys.ac.uk/about/external-examiners/docs/appointment/2017-nov-examiner-guidelines-17-18.pdf)).St Mary’s asks you to comment, where appropriate, under each of the headings, with extension on an additional sheet where necessary. **Given the importance of the report to St Mary’s, please address each of the headings as fully as possible.**Copies of this form can be accessed and downloaded from the University’s website at: <https://www.stmarys.ac.uk/about/external-examiners/appointment-and-guidance.aspx>. The password to access the documentation is: ‘externalexaminer’. Payment of any External Examiner’s annual fee will be made by the University following receipt of evidence of his/her right to work in the UK.at the beginning of their tenure and then after submission of each report. The report, together with your claim form for fees and expenses, should be sent to either qateam@stmarys.ac.uk or to the following postal address:**Quality & Standards Office****St Mary's University** **Waldegrave Road**Twickenham TW1 4SX |
|   |

Your comments in relation to each of the following sections are of particular interest and will be used by the University to inform both annual and periodic programme reviews. Where appropriate, please highlight what you consider to be particular strengths or weaknesses of the programme(s) you have moderated. You are also requested to tick responses to the checklist in Section D on page 5.

# Section A: Programme Structure, Content and Assessment Methods

Please comment on the following:

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| i. *Appropriateness of the structure and content of the overall programme and the structure and content in relation to the overall programme aims and learning outcomes.* |
| ii. *Individual module aims and learning outcomes in relation to those for the overall programme.*  |
| iii. *Module content in relation to student progression and acquisition of knowledge, understanding, practical skills and key skills, as appropriate including use of technology-enhanced learning.**.* |
| iv. *Appropriateness of the assessment methods in relation to module and programme learning outcomes, student progression and acquisition of knowledge, understanding, practical skills and key skills, as appropriate.* |
| *v. Congruence of the programme with external standards elsewhere in the HE Sector including FHEQ and*  *benchmark statement(s).*  |
| vi. *Observation of students in placements, teaching practice, performances etc. (where applicable). NB If necessary please distinguish between sites and cohorts e.g. for collaborative programmes.*  |
| vii. *Are reading lists/indicative bibliographies suitably current?* |
| viii. *Other Programme-related Comments.* |

# Section B: Assessment-related Comments

Please comment on the following:

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| i. *The marking criteria used.* |
| ii. *The marks awarded and the overall range of marks in relation to the marking criteria.*  |
| iii. *Consistency of marking within and between each module moderated*. |
| iv. *Quality and consistency of written feedback to students on coursework.*  |
| v. *Organisation and administration of assessment procedures and the conduct of the Programme Examination Board(s).* |
| vi. *Other Assessment-related comments.* |

# Section C: Quality Enhancement

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| i. *Please list any particular strengths or distinctive or innovative features of the programme that you feel should be highlighted and shared as examples of good practice.*  |
| ii. *In your opinion, within the programme’s stated aims and outcomes, what recommendations, if any, would you make that could enhance the student experience?*   |
| iii. *If the programme is collaborative and incorporates more than one site and/or cohort accordingly, please give any comments/observations on how this is managed, particularly with regard to the quality of student learning opportunities and the parity of these across the provision* |

**Section D: Checklist**

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| **1** | **Programme Documentation – Did you receive:** |  | **YES** |  | **NO\*** |  | **N/A** |
|  | a. Programme Handbook(s) including individual module outlines  for which you are responsible? |  |  |  |  |  |  |
|  | b. Details of assessment/ marking criteria? (NB: this may be contained in the above) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **2** | **Draft Examination Papers** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | a. Did you receive all the draft papers?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | b. Were the nature and level of the questions appropriate? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | c. Were suitable arrangements made to consider your comments? |  |  |  |  |  |  |
| **3** | **Marking Examination Scripts** |  |  |  |  |  |  |
|  | a. Did you receive a sufficient number of scripts? |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |
|  | b. Was the general standard and consistency of marking appropriate? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | c. Were the scripts marked in such a way as to enable you to see the reasons for the marks awarded? |  |  |  |  |  |  |
| **4** | Coursework/Continuously Assessed Work |  |  |  |  |  |  |
|  | a. Was sufficient coursework made available to you for assessment? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | b. Was the nature of coursework appropriate? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | c. Was the general standard and consistency of marking appropriate? |  |  |  |  |  |  |
|  | 1. Was the work marked in such a way as to enable you to see the reasons for the marks awarded?
 |  |   |  |  |  |  |
| **5** | **Dissertations/Project Reports** |  |  |  |  |  |  |
|  | a. Was the choice of subjects for dissertations/ projects appropriate? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | b. Was the method and standard of assessment appropriate? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 1. Were the projects marked in such a way as to enable you to see the reasons for the marks awarded?
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| **6** | **Orals/Performances/Recitals/Appropriate Professional Placements** |  |  |  |  |  |  |
|  | a. Were suitable arrangements made for you to conduct orals and/or moderate performances/recitals/appropriate professional placements? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | b. Was the assessment of such work satisfactory? |  |  |  |  |  |  |
| **7** | **Programme Board of Examiners** |  |  |  |  |  |  |
|  | a. Were you able to attend the meeting and sent dates in sufficient time? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | b. Was the meeting conducted to your satisfaction? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | c. Were you satisfied with the recommendations of the Programme Examination Board ? |  |  |  |  |  |  |

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| **8** | **Programme Review** |  |  |  |  |  |  |
|  | a. Did you receive a copy of the most recent Programme Review (annual monitoring report)? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **9** | **Meeting with Students** |  |  |  |  |  |  |
|  | a. Did you have the opportunity to meet students if you wished to do so? |  |  |  |  |  |  |

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| **10** | **Access to My Modules (the University VLE)** |  |  |  |  |  |  |
|  | a. Have you been given VLE access to the modules you are examining? |  |  |  |  |  |  |

*If you respond “No” to any of the above, please ensure that a note of explanation is included in section A or B, as appropriate.*

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**