

## External Examiner Report Template

### Section A

An electronic copy of this report, with an electronic signature, should be sent to:

The Registry on [qualityoffice@regents.ac.uk](mailto:qualityoffice@regents.ac.uk)

**And**

The Registrar on [quigleys@regents.ac.uk](mailto:quigleys@regents.ac.uk)

Your report will be copied to the relevant Head of Programme, Head of School/Assistant Dean and Associate Dean. It will also be considered more widely in the University and be made available to students.

### Section A1: External examiner details

<b>Name of examiner</b>	
<b>Subject or Programme</b>	
<b>List of modules examined (or pathway, if appropriate)</b>	<b>Please list <u>all</u> modules examined.</b>
<b>Correspondence Address</b>	
<b>E-mail</b>	
<b>Date of Report</b>	

## Section B

This section outlines issues which may require attention by the University and will form part of the annual monitoring process. External examiners are encouraged to be as forthcoming as possible, but should not make references to individual staff or students. Should you wish to discuss an individual student case then this should be done in a separate statement and clearly marked '*Confidential, for the attention of the Academic Registry and the Board of Examiners only*'. Please comment on individual modules, especially for those modules that are shared across different programmes (e.g. BA Liberal Studies). External examiners' attention is also drawn to section H5 of the Regent's University London Academic Regulations and the 'Guide for external examiners'.

1. Did you receive up to date versions of the following programme materials (note for existing External Examiners handbooks and assessment briefs may be found on Blackboard).	
	<b>Yes    No    N/A</b>
Programme handbook(s)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Assessment briefs / marking criteria?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Previous External Examiner's report? (for new External Examiners only)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regent's University London Academic Regulations?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Dates for meetings of relevant examining boards?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please provide any additional comments below:	
2. Did you receive all the draft examination papers and coursework titles in good time? Please comment on whether the nature and level of the questions were appropriate and, if not, whether suitable arrangements were made to consider your comments.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:

3. Was the range of assessed material, number of scripts and information provided by the University sufficient and available at the External Review Day or before? If you only received a sample of assessed material, please comment on whether the method of selection was satisfactory.

Yes   
 No

Comments:

4. Was the assessed material marked in such a way as to enable you to see the reasons for the award of given marks?

Yes   
 No

Comments:

5. How satisfied are you that the choice of subjects for projects and dissertations were appropriate? Please also comment on whether the method and standard of assessment was appropriate.

Dissatisfied	0	1	2	3	4	5	Satisfied
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Comments:

6. Were suitable arrangements made for you to sample material from oral examinations and/or moderate performances/appropriate professional placements?

Yes   
 No   
 N/A

Comments:

7. With reference to the accepted subject benchmarks, qualifications framework, programme specification or other pertinent information, how satisfied are you that the standards set were suitable for the award, or award element? If the programme involves professional accreditation, please also comment on whether, in your judgement, professional competencies have been met.

Dissatisfied	0	1	2	3	4	5	Satisfied
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Comments:

8. How satisfied are you that the students' knowledge and skills (overall and subject-related) and the standard of their work is comparable to that of their peers on equivalent Subject or Programmes at other institutions?

Dissatisfied	0	1	2	3	4	5	Satisfied
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Comments:

9. Please comment on the students' strengths and weaknesses, with regards to their knowledge and skills.

10. How satisfied are you that the student performances reflect an adequate quality of teaching and learning?

Dissatisfied	0	1	2	3	4	5	Satisfied
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Comments:

11. How satisfied are you that the quality of the curriculum, course materials and learning resources were of an appropriate standard?							
Dissatisfied	0	1	2	3	4	5	Satisfied
Comments:							
12. Please state whether the assessments were fair and of an appropriate and consistent standard, in terms of their:							
(i) design and structure?							
Yes	<input type="checkbox"/>	Comments:					
No	<input type="checkbox"/>						
(ii) relation to the Subject or Programme learning outcomes and objectives?							
Yes	<input type="checkbox"/>	Comments:					
No	<input type="checkbox"/>						
13. If the Subject or Programme has particular work-related learning outcomes, please comment on the assessment and attainment of these. Please note the involvement of the employer where appropriate.							
14. Were the assessments conducted in accordance with the Academic Regulations and the Programme Handbook(s)?							
Yes	<input type="checkbox"/>	Comments:					
No	<input type="checkbox"/>						

15. How effective did you find the following:							
(i) the communication and the administration of the assessments by the Exams and Assessment team.							
Ineffective	0	1	2	3	4	5	Effective
Comments:							
(ii) the communication and the administration of the External Examiner Review Day by the Exams and Assessment team.							
Ineffective	0	1	2	3	4	5	Effective
Comments:							
(iii) the communication and the administration of the Examination Board you attended by the Secretary of the Board.							
Ineffective	0	1	2	3	4	5	Effective
Comments:							

**16. To be completed only by Subject External Examiners:**

If you were unable to attend the Subject Board Meeting as required, please provide a brief explanation in the comment box below as to why you were unable to attend the meeting.

If you attended the meeting, please state in the comment box below whether you attended the meeting in person, via skype or via conference call.

Were you satisfied with the recommendations of the board YES / NO

How satisfied are you that the assessments and standards set across the relevant subject area were suitable and show consistency.

Dissatisfied	0	1	2	3	4	5	Satisfied
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Comments:

**17. To be completed only by Progression/Finalist External Examiners.**

If you were unable to attend the Progression/Finalist Board Meeting as required, provide a brief explanation in the comment box below as to why you were unable to attend the meeting.

If you attended the meeting, please state in the comment box below whether you attended the meeting in person, via skype or via conference call.

How satisfied are you with the standards set and the recommendations of the Board?

Dissatisfied	0	1	2	3	4	5	Satisfied
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Comments:

18. Has the University addressed all of the points highlighted in your previous report?

Yes

No

Comments:

19. Please state any other comments or suggestions for improvements to the Subject or Programme you externally examine. Please comment on each individual module as listed in section A1 of this report.



20. Are there any issues which need to be addressed which are specifically required by a relevant professional body?

Yes   
No

Comments:

21. **To be completed only by External Examiners in their final term.**

Please give an overview of your term of office.

**Please ensure that you sign and date below, and send to the email addresses above.**

**Signed:**

**Date:**