**External Examiner Report Form**

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| **Name of External Examiner:** |  |
| **Home Institution:**  |  |
| **Sub-Board / Award(s) Examined:** |  |
| **Academic Year:** |  |
| **Level of Board:** | **UG** [ ]  **/ PG** [ ]  |

**PLEASE NOTE:**

* **External Examiners are required to complete one form for each individual sub-board to which they have been appointed.**
* Receipt of the report by ASQ in Registry Services (asq@bbk.ac.uk) will trigger payment of the annual fee. Any expense payments should be submitted using a separate claim form and must be claimed within three months.
* This form is supplied for you to comment upon the assessment process overseen by the sub-board of examiners to which you have been appointed. It should be submitted no later than two weeks after the **final** examiners’ meeting for the current year. Please submit only one report per sub-board.
* External Examiners are asked to comment on all aspects of quality assurance in reference to the marking, standard and level of the work and suitability of teaching and assessment methods.
* External Examiners’ Reports will be sent to the Chair of the Sub-Board of the programme concerned, who will act upon the comments and recommendations.
* Reports will be published on the Registry Services website where they will be accessible to staff and students. Student names, or information which could potentially identify a student e.g. essay titles, will be redacted.
* We may be required in certain circumstances under the Freedom of Information Act to release information contained in the Examiner’s Report, other than the names of individuals, to a third party.

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| **1** | **INFORMATION CHECKLIST** | YES | NO |
| **a** | Please confirm that you are fully conversant with the UK Quality Code for HE: | [ ]  |[ ]
| **b** | Please confirm whether you were able to gain access to the following resources in advance of the sub-board meeting: | YES | NO |
|  | Module Syllabus | [ ]  | [ ]  |
|  | Marking Scheme | [ ]  | [ ]  |
|  | Programme Specifications | [ ]  | [ ]  |
|  | Handbook | [ ]  | [ ]  |
|  | Moodle Resources | [ ]  | [ ]  |
| **2** | **PROGRESS ON PREVIOUS RECOMMENDATIONS** |
| ***\*Answer Required after 1st Year of Appointment.*** Please comment on follow-up to previous recommendations, e.g. If you raised any issues for consideration in your last report, have these been acted upon by the sub-board? Have you received a response to your suggestions from the sub-board indicating the actions taken and progress made?  |
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| **3** | **ASSESSMENT**  |
| ***\*Answer Required*.** Please comment on any aspects related to assessment, e.g. Was the general standard and method of assessment satisfactory? Were you consulted on the structure and content of assessments, reassessments or examination papers? Were you satisfied with the arrangements for the conduct of any practical or oral assessments?  |
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| **4** | **FEEDBACK** |
| ***\*Answer Required*.** Please comment on any aspects related to feedback e.g. Were you satisfied with the quality and quantity of written feedback? Was the feedback appropriate to the mark awarded?  |
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| **5** | **MARKING PROCEDURES** |
| ***\*Answer Required.*** Please comment on any aspects related to marking, e.g. Was the standard of marking satisfactory? Did you see evidence of internal moderation or second marking? Did you consider the marking scheme to be appropriate?  |
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| **6** | **EXTERNAL MODERATION** |
| ***\*Answer Required.*** Please comment on any aspects related to external moderation, e.g. Were you satisfied with the arrangements for the moderation of the scripts and/or coursework? Did you see a sufficient and representative sample of assessed work to assess whether the internal marking and classifications were appropriate and consistent?  |
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| **7** | **ACADEMIC STANDARDS** |
| ***\*Answer Required.*** Please comment on academic standards, e.g. Were the processes for assessment, examination and the determination of awards robust, consistent and fairly conducted? Was the standard of assessments consistent with that of other HEIs? Were the standards set for the awards appropriate for a qualification at this level, in this subject?  |
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| **8** | **STUDENT PERFORMANCE** |
| ***\*Answer Required.***Please comment on student performance, e.g. Were the standards of student performance comparable to similar programmes or subjects in other UK institutions with which you are familiar?  |
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| **9** | **OPERATION OF SUB-BOARD MEETINGS** |
| ***\*Answer Required.*** Please comment on the sub-board meetings, e.g. Did you attend any meetings of the Sub-Board? Were you in agreement with the criteria for determining borderline cases? Were you satisfied with the Sub-Board’s recommendations? |
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| **10** | **GOOD PRACTICE** |
| ***\*Answer Required.*** Please comment on areas of good practice, e.g. Did you identify any particular strengths or distinctive or innovative features in relation to standards and assessment processes, which would be worth drawing to the attention of other Sub-Boards? |
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| **11** | **RECOMMENDATIONS** |
| ***\*Answer Required.*** Please comment on your recommendations, eg. Are there any actions that you would advise the sub-board to take in order to enhance the current practice? |
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| **12** | **GENERAL COMMENTS** |
| ***\*Answer Optional.*** Please highlight any further comments or issues that you wish to address.  |
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| Sign/Type Name:  |  | Date |  |

Please return completed form to the Academic Standards and Quality team: asq@bbk.ac.uk.