

**EXTERNAL EXAMINER’S REPORT TEMPLATE
Academic Year: 2020/21**

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| **Name of External Examiner:** |  |
| **Home Institution of External Examiner:** |  |
| **UW Award/Course being externally examined:** please specify any particular subject or modular responsibilities as appropriate in instances where there is more than one External Examiner assigned to an award/course. |  |
| **University of Worcester School:** please delete those that do not apply. | * Psychology
* Sport and Exercise Science
* Worcester Business School
* Education
* Humanities
* The Arts
* Allied Health and Community
* Nursing and Midwifery
* Science and the Environment
* Language Unit
* UWIC
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The purpose of the report is to enable the University of Worcester to monitor the academic standards of awards, by providing comment on:  the appropriateness of stated aims and outcomes of the course or courses, the assessment process, and the standards of student attainment against national benchmarks; and to assist in making any necessary improvements, either immediately or at the next review, as appropriate. It is core to the University’s enhancement activities in identifying from an external perspective, areas of good practice and innovation, as well as opportunities to build on the quality of learning opportunities. The report is an integral part of the duties of an external examiner, and an essential part of the University’s evaluation processes.

**We ask you therefore to complete the whole template as fully as possible, including the identification of good practice and innovation as appropriate.  We may return the report to you for further information if deemed necessary. Reports to be submitted within 3 weeks of the final examination board.**

This is not a confidential document. Reports are routinely shared with students via Student:Staff Liaison Committee meetings (formerly Course Committee Meetings), and therefore should avoid reference to individuals, either students or staff.

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| **Courses with Collaborative Partner/s** |
| **Is the course delivered by one (or more) partner organisation/s? YES/NO**If you have been appointed as External Examiner for a course delivered by one or more partner organisations (which could also include delivery at UW), please ensure you complete Question 5 below with details of partner/s and location/s. |

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| **1. Academic Standards** |
| **In your view, are the threshold academic standards set for the award(s) in accordance with the Framework for Higher Education Qualifications (FHEQ) and applicable subject benchmark statements?** **YES/NO**In particular, please provide feedback on the extent to which: * the programme and its component parts continue to be coherent and their outcomes aligned with the relevant qualification descriptor set out in the FHEQ, supplemented where applicable by one or more subject benchmark statements
* RPL applications for entry with experiential learning are managed appropriately
* the programme reflects any additional Professional, Statutory or Regulatory Body requirements
* assessments in modules of the same level are of a comparable standard
* the curriculum remains current
* assessment criteria, marking schemes and (where applicable) arrangements for classification are set at the appropriate level
* the aims and learning outcomes are effectively communicated to students, employers, work-based mentors, etc. (e.g. via handbooks or guides).
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(Type response here)

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| **2. Students’ Performance** |
| **In your view, are the academic standards and the achievements of students comparable with those in other UK higher education institutions of which you have experience? YES/NO** Please comment specifically on the following: * in relation to the award under consideration
* in relation to peers on comparable courses
* in relation to students in previous years
* in relation to national frameworks (including the FHEQ) and/or professional body standards
* in relation to students studying with different partners where appropriate.

Please also provide comment on: * the strengths and weaknesses of the cohort
* the quality of knowledge and skills (both general and subject specific).

Please avoid reference by name to individual students or staff members. |

(Type response here)

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| **3. Assessment** |
| * **In your view, do the processes for assessment, examination and the determination of grades measure student achievement rigorously and fairly against the intended outcomes of the programme(s)? YES/NO**
* **Do you consider those processes to have been conducted in line with the institution's policies and regulations?** **YES/NO**

Please comment on the extent to which you feel the following statements to be an accurate description based on the evidence you have seen: * the types of assessment are appropriate for the subject, the students, the respective level of study, and the expected outcomes
* the appropriateness of the design and structure of the assessment methods used;
* the marking scheme/grading criteria have been properly and consistently applied, arrangements for moderation and marking have been appropriate and in line with University policy
* internal marking is of an appropriate standard, fair and reliable
* the assessment processes are carried out in accordance with the University’s regulations and procedures
* procedures governing mitigating circumstances and academic integrity (alleged cheating) have been considered fairly and equitably applying institutional regulations.
* if appointed as the external examiner for a course delivered by multiple partner organisations (which could also include delivery at the University), appropriate samples and mark profiles have been made available in order to make both a separate and comparative judgement.

Please also note any **issues arising from a review of the assessments**, including for curriculum, aims, content, teaching methods and resources of the course, and for assessment policy and strategy, including whether there was anything **worthy of wider dissemination** under section 10. |

(Type response here)

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| **4. Quality of teaching and learning opportunities** |
| **From the evidence you have seen, please comment on the following:*** The overall quality of the student learning experience
* The aspects of the learning experience that prepare students for employment
* Where applicable, any specific points that relate to work-based learning
* Any improvements that would enhance the student learning experience
* Any areas of good practice or innovation which may feed into section 11 in order to further enhance the student learning experience
* **if any comments relate to the University’s partnership provision, please specify the Partner Organisation concerned**

Please provide comments on any **identified good practice or innovation** and/or **areas requiring specific attention in the light of student performance**. |

(Type response here)

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| **5. Courses delivered by partner/multiple partner organisations** |
| If you have been appointed as the External Examiner for a course delivered by multiple partner organisations (which could also include delivery at the University of Worcester), it is important that your report demonstrates that you have been able to give **both comparative and** **separate consideration** to each delivery partner regarding student performance and achievement, threshold academic standards, consistency in assessment practice and marking e.g. application of grading criteria, and the quality of students’ learning opportunities for all identified collaborative partners.**NB: Please comment explicitly on the academic standards, student performance and management of assessment across the partners – noting where there is variance,** **clearly identifying which partner institution comments relate to as appropriate.** **Please comment specifically on the arrangements for ensuring comparability across the different partners.****Is the course delivered at multiple partner organisations? YES/NO**If YES, please state below the names of all collaborative partners involved.If NO, you can delete this section from the report. |

(Type names of partner organisation/s and further details here)

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| **6. The conduct and operation of the Board of Examiners** |
| **Please comment on the operation and arrangements made for the Board of Examiners including the extent to which it was conducted efficiently, fairly and with appropriate membership.** |

(Type response here)

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| **7. Any institutional issues** |
| **Please note any issues identified that you consider fall beyond the remit of the course team.** A response to any institutional issues raised will be provided to you by the Director of Quality and Educational Development, normally in January/February, after issues have been considered through the University committee and executive structures as appropriate.  |

(Type response here)

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| **8. Recommendations for improving the provision based on your experience of examining** |
| **Please list below any specific recommendations to the course team.** You are encouraged to identify **areas for potential enhancements** which build on good practice as well as **issues for development**. The team will provide an initial response to the recommendations in the second column below and return the completed form to you, normally within 6 weeks of receipt of the report. The Annual Evaluation Report for the course will be forwarded to you when it is available.  |

Please add rows as necessary:

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| **Issues for development** | **Response to be added by Course Leader**  |
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|  |  |
| **Areas for potential enhancement** | **Response to be added by Course Leader** |
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**Additional commentary in response may be added here by the Course Leader if required/applicable:**

(Course leader to type response here)

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| **9. Response to previous report** |
| **Did you receive a response to your previous report from the course team?** **YES/NO/Not applicable** **Please comment on the adequacy of the response.** **Are there any areas that were highlighted last year still requiring attention?** **If changes have been made since last year, do you consider these to have these been** **successful/made an impact?** |

(Type response here)

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| **10. Outline of your activities undertaken during the year e.g. any visits to talk with students, RPL work or curriculum development activities, such as comments on course amendments** |

(Type response here)

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| **11. Any examples of good practice or innovation identified that should be disseminated further** |

(Type response here)

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| **12. Any comment on the University’s interpretation of the role of External Examiner and the support given to you in order to carry out your role** |

(Type response here)

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| **13. In the case of External Examiners completing their term of office (normally after 4 years), any additional comments on the overall experience** |

(Type response here)

**Signed:**

**Date:**

If returning by email, please type your name here.

When completed, please email this report to the Academic Quality Team AcademicQualityTeam@worc.ac.uk **within 3 weeks of the final examination board.**

Payment of your fee will be arranged on receipt of your report. Please claim this via the University of Worcester’s on-line expenses system (Access ACloud)

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| ***For University use:****Once the response (Section 8 above) has been completed, the sign-off details below should be completed.*  |
| ***Response to issues prepared by:*** | ***Approved by School/Department/Centre Head (delete as appropriate)*** |
| *Name:* | *Name:* |
| *Date:* | *Date:* |
| *Signed:* | *Signed:* |
| ***The report should then be sent to the External Examiner and copied to the School Quality Administrator who will upload it to the shared drive****.* |