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**CHIEF EXTERNAL EXAMINER'S REPORT TEMPLATE**

**Academic Year: 2017-18**

**SECTION A:**

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| **Name of Chief External Examiner:**  |  |
| **Home Institution of External Examiner:** |  |
| **Programme Scheme:** (please specify any particular subject responsibilities as appropriate): |  |

**SECTION B: SUBMISSION OF THE REPORT**

1 Please email the report to Margaret Chaffey (m.chaffey@worc.ac.uk) **within 3 weeks of the meeting of the board.**

2. Payment of your fee will be arranged on receipt of your report.

**SECTION C: THE REPORT**

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| The purpose of the report is to enable Academic Board to monitor the academic standards of awards, by providing comment on: the conduct and operation of the exam board, the appropriateness of regulations and associated assessment processes and their application, student performance outcomes and academic standards and to assist in making any necessary improvements. The report is an integral part of the duties of an external examiner, and an essential part of the annual evaluation process.We would ask you therefore to complete the whole template as fully as possible. We may return the report to you for further information if deemed necessary.This is not a confidential document. Reports are routinely shared with students and therefore should avoid reference to individuals, either students or staff. |

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| 1. **Academic Standards and Regulations:**
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| Are institutional regulations broadly appropriate and consistently applied to maintain academic standards? |
| *Type text here:****YES/NO*** |

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| 1. **Students’ Performance:**
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| **Is the performance of students as indicated by award outcomes broadly comparable with similar programmes in other institutions with which the examiner is familiar?**  |
| *Type text here:****YES/NO*** |

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| **3 Information provided to the Board:** |
| **Was the information provided to the Board appropriate to ensure the security of individual awards and the oversight and monitoring of academic standards?** |
| *Type text here:* |

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| **4 Conduct and Operation of the Examination Board:** |
| ***Were the arrangements for the membership and operate the information provided to the Board appropriate and was it conducted efficiently, consistently and fairly?*** |
| *Type text here:* |

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| **5** **Good Practice:** |
| ***Were there any aspects of the regulations, arrangements for the Board or for the management of the assessment process that are considered noteworthy?*** |
| *Type text here:* |

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| **6 Issues for Development:** |
|  ***Are there any aspects of the regulations, arrangements for the Board or for the management of the assessment process, that are considered to be deficient or in need of development?***  |
| *Type text here:* |

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| **7 Recommendations for improving provision based on your experience of examining?** |
| *Please list below any specific recommendations, response will be provided normally within 6 weeks of receipt of the report.*  |
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| **Issue** | **Response** |
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| Additional commentary if applicable.  |

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| For University use:Response to issues prepared by: (name) (date)Signed: |

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| **8 Overview of Activities undertaken during the year:** |
| *Type text here:*  |

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| **9 Confirmation of response to previous report and any matters of note:** |
| *Type text here:*  |

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| **10 Any comment on the University’s interpretation of the role of chief external examiner and the support given in order to carry out that role**? |
| *Type text here:*  |

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| **11 In the case of examiners completing their term of office, (normally after 4 years), any**  **additional comments on the overall experience:** |
| *Type text here:*  |

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

***If returning by email, please type your name***