**USE FOR THE 2023/24 ACADEMIC YEAR**

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|  | External Examiner Annual Report (On-programme Training and Assessment):  Apprenticeship Courses |

**Please do not feel constrained by the space and headings provided on a printed version of this form. You are invited to comment as extensively as you wish under all headings and on any other matters which you feel are important.**

This report form is intended for External Examiners for the period of on-programme training and assessment.

Where an External Examiner is acting as both External Examiner for On-Programme Training and Assessment and EPA, this should be clear through the submission of two separate reports:

* QA12(A) Form 2: External Examiner Annual Report (On-Programme training and Assessment)
* QA12(A) Form 3: External Examiner Annual Report (End Point Assessment)

# The 2-part form

The principle of peer review and the importance of the informed student voice are central to the University’s approach to quality management. The University recognises that Student Apprentices need to have access to a range of information about the quality and standards of their apprenticeship course and also that External Examiners need to be assured of a degree of confidentiality so that their feedback may be open and frank. This form is divided into two parts in order to serve both purposes.

Part 1 can be shared, after personal details have been removed, with Student Apprentices and discussed Student Apprentice representatives at Staff/Student Liaison Committees. It is expected that most of your comments will be provided on Part 1 of the form. **You should NOT therefore include any data relating to individual Student Apprentices or staff in Part 1;**

Part 2 of the report form is provided for instances where you think it necessary to:

* make comments relating to an individual Student Apprentice or member of staff; and/or,
* make comments on an issue which you regard as sensitive or of significance, such that broader circulation may not be appropriate.

Part 2 of the report form will not be shared with Student Apprentices or Student Apprentice representatives as a matter of course. However, you should be aware that the University may be obliged to disclose the contents in response to a specific Data Protection or Freedom of Information request. The University will consider such requests on a case-by-case basis and will endeavour to consult with you prior to disclosure. Further information regarding the University’s policies on [Data Protection](https://www.bath.ac.uk/guides/data-protection/) and [Freedom of Information](http://www.bath.ac.uk/foi/) is available on-line.

# Consideration of reports

External Examiners' Reports are read by several staff including the Dean of Faculty/School, the Associate Dean (Education) and Heads of Departments. Action is taken at a level appropriate to the issue raised. The Head of Department/Associate Dean (in the School) will contact you in due course to respond to the points made in your report and to indicate any specific action to be taken as a result.

Please complete and return this form by email to [externalexaminers@bath.ac.uk](mailto:externalexaminers@bath.ac.uk)**within six weeks** of completion of the examination process.

The payment of fees and expenses will be authorised once the report has been received.

# INTRODUCTION

*For completion by the Faculty/School, prior to forwarding to the External Examiner.*

*Personal data about the External Examiner will be removed before the report is shared with students.*

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| **Title and Name of External Examiner:** |  |
| **Home Institution or professional organisation of External Examiner, including address:**  *If self-employed, please provide home address.* |  |

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| **Academic year/period to which the report applies:** | 2023/24 |
| **Title(s) of the named award(s) to which the External Examiner has been appointed:** |  |
| **Relevant Apprenticeship Standard** *([IfATE's apprenticeship standards](https://www.instituteforapprenticeships.org/apprenticeship-standards/))* |  |
| ***Level***  *(Level 6 – undergraduate / level 7 – postgraduate)* |  |
| **Role of External Examiner** *(delete as appropriate)*  *\*External Examiners for EPA should also complete Form 3 for their annual report.* | *External Examiner (On-programme Assessment)*  *External Examiner (End Point Assessment)\** |
| **List of units to which the External Examiner has been appointed** (where the External Examiner is responsible for part of the award only)**:** |  |
| **Director of Studies:** |  |
| **Department:** |  |

PART 1(*for completion by the External Examiner for On-Programme Training and Assessment*)

PLEASE NOTE: This part of the report will be shared with Student Apprentices via Student Apprentice Representatives and Staff/Student Liaison Committees, once your address and Part 2 of the report have been removed. It is expected that the majority of your comments will be provided within Part 1 of the form.

**You should NOT name individuals or include any data relating to individual Student Apprentices or staff in Part 1.**

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| **1** | **Summary Information**  *\*Delete as applicable* | |
| 1.1 | In your view are the *threshold* standards set for the award(s)/parts of award(s) consistent with the frameworks for higher education qualifications and relevant subject benchmark statements?  [Subject Benchmark Statements](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements)  \*If no, please provide a statement below of the respects in which they differ. | **Yes/No \*** |
|  |  | |
| 1.2 | In your view do the *threshold* standards set for the award(s)/parts of award(s) meet the requirements set out in the relevant approved Apprenticeship Standard (the Student Apprentice's achievement of the relevant knowledge, skills and behaviours)?  \*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
|  |  | |
| 1.3 | In your view are the standards of apprentice performance comparable with similar courses or subjects in other UK institutions with which you are familiar?  \*If no, please provide a statement below of the respects in which they are not comparable. | **Yes/No \*** |
|  |  | |
| 1.4 | In your view are the processes for assessment, examination and the determination of awards sound and fairly conducted?  \*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
|  |  | |
| 1.5 | In your view are decisions on reasonable adjustments fair and consistent when considering individual learner needs?  \*If no, please provide a statement below of the respects in which they are not fair and/or consistent. | |
|  |  | **Yes/No \*** |

*Please feel free to comment on strengths and weaknesses in all areas covered by the form.*

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| **2** | **Course structure and design** |
| 2.1 | Please comment on the appropriateness of the learning outcomes and structures of the units/course(s) in relation to: |
|  | 1. The subject matter |
|  |  |
|  | 1. The level of award (e.g., FD/BA/BSc/Diploma/MA/MSc) |
|  |  |
|  | 1. Any relevant [Subject Benchmark Statement(s)](https://www.qaa.ac.uk/quality-code/subject-benchmark-statements) (Please state if none) |
|  |  |
|  | 1. Apprenticeship Standard requirements |
|  |  |
|  | 1. Professional body requirements – where relevant |
|  |  |
| 2.2 | COURSE INFORMATION: Please comment **on the adequacy of the information provided** to you on |
|  | 1. the structure of the course(s) |
|  |  |
|  | 1. content of individual units |
|  |  |
|  | 1. the assessment process and regulations |
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| **3** | **Assessment** |
| 3.1 | Please comment on whether the examinations and other assessments were appropriate and fair regarding: |
|  | 1. the overall loading of assessment in relation to the number of credits awarded |
|  |  |
|  | 1. testing that learning outcomes have been achieved for individual Student Apprentices |
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| 3.2 | Please comment on the arrangements for you to moderate and advise on draft examination papers and assessed coursework questions |
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| 3.3 | Please evaluate the arrangements for you to comment on proposed criteria for assessment and indicate whether the comments you made were acted upon. |
|  |  |
| 3.4 | Please comment on the link between the Knowledge, Skills and Behaviours outlined in the relevant approved Apprenticeship Standard and the assessed work |
|  |  |
| 3.5 | Please comment on whether the examinations and other assessments prepare an apprentice effectively for End Point Assessment |
|  |  |
| 3.6 | Please comment on whether requirements at Gateway are successfully met prior to the employer making the final decision on the readiness of the Student Apprentice for EPA. |
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| 3.7 | Please comment on the arrangements for receipt/scrutiny of examination scripts and coursework. |
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| 3.8 | Please comment on: |
|  | 1. the impartiality and thoroughness of marking |
|  |  |
|  | 1. the thoroughness of feedback to Student Apprentices |
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|  | 1. your agreement with the marks and grades |
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| **4** | **Boards of Examiners meeting** |
| 4.1 | Please comment on whether the arrangements for the meeting of Boards of Examiners and the role of the External Examiner in these procedures, were appropriate. |
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| 4.2 | Any other comments relating to innovation or good practice in the running of the Board of Examiners meeting. |
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| **5** | **Summary Feedback** |
| 5.1 | Please provide a description or bullet point list of any strengths or distinctive or innovative features in the changes made by the department to adapt to the need for online and blended learning. |
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| 5.2 | Please comment on the standards demonstrated by the Student Apprentices and any strengths or weaknesses of the Student Apprentices as a cohort. |
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| 5.3 | Any other significant issues that should be brought to the attention of the University particularly on the transitionary period following the Covid-19 response in previous academic years. |
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| **6** | **Other Comments** |
| 6.1 | If you made any suggestions in your report last year, are you satisfied that these have been properly considered? |
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| 6.2 | Any opportunities to enhance the quality provided to Student Apprentices that should be noted and disseminated more widely as appropriate? |
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| 6.3 | If not covered elsewhere, please comment on your remote involvement this year. |
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| **7** | **Overview report** from examiners in their final year of appointment |
| 7.1 | If this is your **final year as an External Examiner**, please provide an overview of your term of office, which may be passed on to the incoming External Examiner. |
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**Name: Date:**

END OF PART 1

PART 2: Restricted(*for completion by External Examiner*)

This part of the report form is provided for instances where you think it necessary to:

* make comments relating to an individual Student Apprentice or member of staff and/or,
* make comments on an issue which might be regarded as sensitive or of particular significance, where broader circulation may not be appropriate. These might include categories that the University has defined as restricted under the Freedom of Information Act, such as information that might prejudice the University’s commercial interests, information held under obligation of confidentiality or information that is intended for publication at a later date.

Part 2 of the report form will not be shared with student representatives as a matter of course. However, you should be aware that the University may be obliged to disclose the contents in response to a specific Data Protection or Freedom of Information request. The University will consider such requests on a case-by-case basis and will endeavour to consult with you prior to disclosure. Further information regarding the University’s policies on [Data Protection](https://www.bath.ac.uk/guides/data-protection/) and [Freedom of Information](http://www.bath.ac.uk/foi/) is available on-line.

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**Name: Date:**