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

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|  | External Examiner Annual Report (End Point 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.**

# The form

This report form is intended for External Examiners for End Point Assessment (EPA).

Where an External Examiner is acting as both External Examiner for On-Programme period of 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)

# Consideration of reports

External Examiner 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**within six weeks** of completion of the examination process. The University of Bath, as End Point Assessment Organisation, will provide a copy of your report to the relevant External Quality Assurance body as part of ongoing monitoring arrangements.

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 Student Apprentices.*

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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:** |  |
| **Unit Code (End Point Assessment (EPA))** |  |
| **Relevant Apprenticeship Standard** *([IfATE's apprenticeship standards](https://www.instituteforapprenticeships.org/apprenticeship-standards/))* |  |
| ***Level*** *(Level 6 – undergraduate / level 7 – postgraduate)* |  |
| **Role of External Examiner:**  | *External Examiner (EPA)*  |
| **Director of Studies:** |  |
| **End Point Assessment Organisation Lead:** |  |
| **Department:**  |  |

REPORT(*for completion by the External Examiner for End Point Assessment*)

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

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

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| **1** | **Summary Information***\*Delete as applicable* |
| 1.1 | In your view is End Point Assessment (EPA) delivered in line with the EPA Assessment Plan for the relevant approved Apprenticeship Standard?\*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| 1.2 | In your view is the grading for EPA consistent with the grading criteria outlined in the EPA Assessment Plan for the relevant approved Apprenticeship Standard? \*If no, please provide a statement below of the respects in which they differ. | **Yes/No \*** |
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| 1.3 | In your view are the processes for EPA reliable, fair, transparent, and represent an effective assessment of an apprentice's occupational and professional competence?\*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| 1.4 | In your view is the information and data which forms the bases for assessment decisions accurate and reliable?\*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| 1.5 | In your view are the standards of apprentice performance at EPA comparable with previous cohorts (where applicable) or 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 \*** |
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| 1.6 | In your view do the Independent Assessors demonstrate relevant, up to-date sector knowledge, professional competence and understanding of the occupation and assessment criteria?\*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| 1.7 | In your view, is EPA carried out independently in practice, in line with the requirements of the apprenticeship?\*If no, please prove a statement below of the respects in which it is not. | **Yes/No** **\*** |
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| 1.8 | In your view, is access to EPA fair and decisions on reasonable adjustments consistent, considering learner needs?\* If no, please provide a statement below of the respects in which they fall short. | **Yes/No** **\*** |
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| 1.9 | In your view, are assessments operating effectively and achieving the desired outcomes?\* If no, please provide a statement below of the respects in which they fall short. | **Yes/No\*** |
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| 1.10 | In your view, are accurate and secure records kept, with confidentiality maintained? \* If no, please provide a statement below of the respects in which they fall short. | **Yes/No\*** |
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| **2** | **Resources**  |
| 2.1 | In your view are individual assessment materials/instruments are fit for purpose, up to date and cover the requirements of the EPA Assessment Plan?\*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| 2.2 | In your view, are resources adequate to support effective EPA delivery and internal quality assurance?\*If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| 2.3 | Are relevant, up to date documents relating to the EPA of the Apprenticeship Standard offered? \* If no, please provide a statement below of the respects in which they fall short. | **Yes/No \*** |
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| **3** | **Assessment**  |
| 3.1 | Please comment on the arrangements for you to moderate EPA assessment methods and resources. |
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| 3.2 | Please comment on the use of assessment criteria, as laid out in the EPA Assessment Plan and their consistent application by Independent Assessors. |
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| 3.3 | Please comment on the way in which standardisation processes work effectively and facilitate Independent Assessor engagement. |
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| 3.4 | Please comment on the way in which any assessment offences and adverse circumstances affecting a cohort of Student Apprentices were dealt with. |
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| 3.5 | Please comment on: |
|  | 1. Whether grading is applied accurately, consistently and fairly
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|  | 1. The impartiality and thoroughness of marking
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|  | 1. Your agreement with the marks and grades
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|  | 1. The thoroughness of feedback from Independent Assessors to Student Apprentices
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|  | 1. Please comment on the arrangements for issuing results and feedback to Student Apprentices, and how this is managed.
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|  | 1. The comparability of assessment decision between Independent Assessors where there is more than one.
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|  | 1. The comparability of assessment across different End Point Assessment Organisations, Employers, place and times of which you are familiar.
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| **4** | **Boards of Examiners meeting** |
| 4.1 | Please comment on whether the procedures and arrangements for confirming the final outcome at the meeting of Boards of Examiners for Units and Board of Examiners for Courses, 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 meetings. |
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| **5** | **Summary Feedback** |
| 5.1 | 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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| 5.2 | Any other significant issues that should be brought to the attention of the University. |
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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? Please comment on any progress towards items for improvement previously raised, where relevant. |
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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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| **7** | **Overview report** from External 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:**