FOR USE FROM 1ST AUG 2017ONWARDS

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|  | **External Examiner’s Annual Report**  **Taught Programmes of Study** |

*Please do not be constrained by the space and headings provided on the 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 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 students need to have access to a range of information about the quality and standards of their programme 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 is shared, after personal details have been removed, with students via a dedicated web page to which all students have access, and discussed by student Academic Representatives at Staff/Student Liaison Committees. It is expected that the majority of your comments will be provided on Part 1 of the form. You should NOT therefore include any data relating to individual students 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 or member of staff; and/or,
* make comments on an issue which you regard as sensitive or of particular significance, such that broader circulation may not be appropriate.

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](http://www.bath.ac.uk/data-protection/) and [Freedom of Information](http://www.bath.ac.uk/foi/) is available on-line.

Consideration of reports

External Examiners' Reports are considered by staff including the Pro-Vice-Chancellor (Learning and Teaching), the Dean of Faculty/School, Associate Dean, Heads of Department/School/Learning Partnerships Office. 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 the completion of the assessment process. Alternatively if you prefer to send a printed copy, this should be addressed to *Academic Registry (External Examiners), Claverton Down, BATH, BA2 7AY.* 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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| **Name of External Examiner:** |  |
| **Home Institution or professional organisation of External Examiner including address:** |  |
| **Address of External Examiner (only add home address if self-employed):** |  |

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| --- | --- |
| **Academic year/period to which the report applies:** |  |
| **Title(s) of the named award(s) to which the External Examiner has been appointed:** |  |
| **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 External Examiner*)

*PLEASE NOTE: This part of the report will be shared with students via student Academic Representatives, Staff/Student Liaison Committees and a dedicated web-page, 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 students or staff in Part 1.*

*\*Delete as applicable*

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| **1** | **Summary Information** | |
| 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](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements)  \*If no, please provide a statement of the respects in which they differ. | **Yes/No \*** |
|  |  | |
| 1.2 | In your view are the standards of student performance comparable with similar programmes or subjects in other UK institutions with which you are familiar?  \*If no, please provide a statement of the respects in which they are not comparable. | **Yes/No \*** |
|  |  | |
| 1.3 | In your view are the processes for assessment, examination and the determination of awards sound and fairly conducted?  \*If no, please provide a statement of the respects in which they fall short. | **Yes/No \*** |
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*Please feel free to comment on strengths and weaknesses in all areas covered by the form.*

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| **2** | **Programme** |
| 2.1 | Please comment on the appropriateness of the learning outcomes and structures of the units/programme(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](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements)) (Please state if none) |
|  |  |
|  | 1. Professional body requirements – where relevant: |
|  |  |
| 2.2 | PROGRAMME INFORMATION: Please comment **on the adequacy of the information provided** to you on |
|  | 1. the structure of the programme(s) |
|  |  |
|  | 1. content of individual units |
|  |  |
|  | 1. the assessment process and regulations. |
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| 2.3 | Any other programme-related comments: |
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| **3** | **Assessment** |
| 3.1 | Please comment on whether the examinations and other assessments were appropriate and fair with regard to: |
|  | 1. the overall loading of assessment in relation to the number of credits awarded |
|  |  |
|  | 1. testing that learning outcomes have been achieved for individual students |
|  |  |
| 3.2 | Please comment on the arrangements for you to moderate and advise on draft examination papers and assessed coursework questions |
|  |  |
| 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. |
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| 3.4 | Please comment on the arrangements for receipt/scrutiny of examination scripts and coursework. |
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| 3.5 | Please comment on the marking of scripts and other assessed work in relation to: |
|  | 1. the impartiality and thoroughness of marking |
|  |  |
|  | 1. the assessment criteria |
|  |  |
|  | 1. the thoroughness of feedback to students |
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|  | 1. your agreement with the marks and grades |
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| 3.6 | Any other comments on assessment: |
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| **4** | **Boards of Examiners** |
| 4.1 | Please comment on whether the arrangements for the meeting of Boards of Examiners and, in particular, the role of the External Examiner in these procedures, were appropriate. |
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| 4.2 | Please comment on the standards demonstrated by the students and any strengths or weaknesses of the students as a cohort. |
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| 4.3 | Any other comments on Boards of Examiners: |
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| **5** | **Good practice** |
| 5.1 | Where appropriate, please provide a description or bullet point list of any particular strengths or distinctive or innovative features in relation to the programme(s), academic standards and assessment processes. |
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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 | Please use this space to state any other matters which you would wish to raise. |
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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 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](http://www.bath.ac.uk/data-protection/) and [Freedom of Information](http://www.bath.ac.uk/foi/) is available on-line.

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**Name: Date:**