

External Examiner Annual Report Form

Key Information for Completion

- Annual reports are to be submitted no later than four weeks after the Assessment Board meeting has taken place. Payment of fees cannot be authorised until your report has been received.
- Please return your completed report to the Quality Co-ordinator, Quality Policy and Regulation at apotts@libf.ac.uk.
- This report is made available to our deliberative committees and student body so please do not make reference to individuals, be they staff or students.
- If your report relates to programmes offered through collaborative partnerships your report will also be made available to the partner institution.
- You may direct serious issues of concern straight to the Chief Executive in the form of a written report which will be in addition to your annual report.
- Within this report please be specific about which module(s) your comments relate to.
- Please complete this report based on your involvement over the preceding twelve months but, where you feel it is appropriate to do so, please comment on any trends or changes observed over a longer period.
- The process for consideration of your report is set out in section 8.8 of our [Code of Practice Chapter 8](#).

Section A: Examiner Details					
Name:					
Home institution:					
Academic year covered by the report:					
Code / title of the module(s) for which you are the external examiner:					
Level of the module(s): <i>(please cross all that apply)</i>		4	5	6	7
Are you a programme external examiner?: <i>(yes or no)</i>					
<i>If yes, please give the programme title:</i>					
Year of tenure: <i>(please cross)</i>		First	Second	Third	Fourth +1
Date report was submitted:					
Section B: Academic and Quality Standards - Modules				Yes	No
1.	Are the standards of the assessments appropriate for modules at this level in this subject within the FHEQ?				
2.	Are the standards for assessment consistent across sessions and modes of study (if applicable)?				
3.	Is the standard of student performance comparable with similar modules in other institutions with which you are familiar?				
<i>Please expand on your responses below:</i>					
Section C: Academic and Quality Standards – Programmes <i>(Programme external examiners only)</i>				Yes	No
1.	Are the standards of the award appropriate for a programme at this level within the FHEQ?				
2.	Are the standards of the award consistent across sessions and modules?				
3.	Is the standard of student performance comparable with similar programmes in other institutions with which you are familiar?				
<i>Please expand on your responses below:</i>					
Section D: Assessment Boards - Module				Yes	No
1.	Did you attend the Assessment Board(s) this year?				
2.	Was the information provided at Assessment Boards transparent in relation to the application of extenuating circumstances & malpractice?				

3.	Did you have adequate opportunities to participate at Assessment Board meetings and to report on the module(s) you external examine?		
4.	Was the documentation and conduct of the Assessment Board consistent and allow for debate and decision making?		
<i>Please expand on your responses below:</i>			
Section E: Assessment Boards – Programme <i>(Programme external examiners only)</i>		Yes	No
1.	Did you attend the Assessment Board(s) this year?		
2.	Was the documentation and conduct of the Assessment Board consistent and allow for debate and decision making?		
3.	Did you have adequate opportunities to participate at Assessment Board meetings on decisions relating to student progression and the award of degrees, diplomas and certificates?		
4.	Were the processes for determination of final awards, including grading / classification, fairly and consistently applied?		
<i>Please expand on your responses below:</i>			
Section F: Administration		Yes	No
1.	If this is your first year as an external examiner with us did the induction / training and other information provided to you allow you to adequately prepare for your role?		
2.	Is the administrative guidance and documentation provided to you on how to carry out your duties clear, well structured and consistent?		
3.	Have you been provided with sufficient information on the performance of students and the application of regulations and protocols?		
4.	Have you been provided with sufficient time to carry out your duties appropriately when reviewing the marking of student work and when moderating and approving draft assessment materials?		
5.	Are your comments and recommendations responded to and considered sufficiently by our staff?		
6.	Did you receive and have the opportunity to comment on draft assignments, sample scripts and assessment feedback to students?		
7.	Did you receive a good range of sample scripts from across the grade boundaries?		
<i>Please expand on your responses below:</i>			

Section G: Additional Comments

Please provide details of any other matters you wish to raise below, including the highlighting of areas of good practice / innovation. An indicative list follows:

a) Assessment / grading

Do markers use the full range of marks available? Is marking carried out without bias, is it thorough and do markers provide evidence to support marks they award? Are there any particular strengths relating to standards and assessment that may aid the development of future assessment?

b) Involvement / engagement

What opportunities are you given to participate in terms of maintaining the currency of content, learning outcomes and assessment structures?

c) Module design

Are learning outcomes and subject content of modules relevant and appropriate in regards to the overall award and programme learning outcomes, the level of the award in the FHEQ and the subject benchmark statements? Is the assessment structure appropriate in relation to the credit value of the module, suitable coverage of the learning outcomes, allowing students reasonable opportunities to demonstrate their knowledge, understanding and skills and the nature of the subject at this level?

Section H: Good practice / enhancement

Please provide details of any good practice or enhancement activities that you wish to raise that you have previously not noted:

Section I: Areas for improvement

Please provide details of any areas we could improve on that you wish to raise that you have previously not noted:

Section J: Final year of office overview

If this is your final year as an external examiner with us please provide an overview of your term of office which may be passed on to the incoming external examiner. An indicative list follows:

- Significant changes in standards that have taken place;
- Developments that have happened; and
- How your recommendations have been implemented.