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**EXTERNAL EXAMINER’S REPORT Academic Year: 2020/21**

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| **This report should be completed and submitted electronically to the Academic Quality Team at** [**AcademicQualityTeam@worc.ac.uk**](mailto:AcademicQualityTeam@worc.ac.uk) **within 3 weeks of the final examination board.**  Payment of your fee will be arranged on receipt of your report via the University of Worcester’s on-line expenses system ([Access ACloud](https://go.accessacloud.com/)). |

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| **Name of External Examiner:** |  |
| **Home Institution:** |  |
| **UW Award/Course being externally examined:** *please specify any particular subject or modular responsibilities in instances where there is more than one External Examiner assigned to an award/course.* |  |
| **Date of Board of Examiners:** |  |

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| **University of Worcester School:** *Please tick the appropriate School where you are an External Examiner.* | | | | | |
| Allied Health and Community |  | Language Unit |  | Science and the Environment |  |
| Arts |  | Nursing and Midwifery |  | Sport and Exercise Science |  |
| Education |  | Psychology |  | UWIC |  |
| Humanities |  | Research School |  | Worcester Business School |  |

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| **Courses with Collaborative Partner(s)**  *Please ensure you complete Question 5 with details of partner/s and location/s.* | |
| **Is the course delivered by one (or more) partner institution(s)?** | **YES / NO** |
| **Name of Collaborative Partner institution(s)** |  |

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| **Signature:** |  | **Date:** |  |

**EXPLANATORY NOTES**

1. The purpose of this report is to enable the University of Worcester to monitor the academic standards of awards, by providing comment on:  the appropriateness of stated aims and outcomes of the course(s), the assessment process, and the standards of student attainment against national benchmarks, areas of good practice and innovation; and to assist in making any necessary improvements, either immediately or at the next review, as appropriate.
2. **We ask you therefore to complete the whole report as fully as possible.  We may return the report to you for further information if deemed necessary. Please submit your report to the Academic Quality Unit within 3 weeks of the final examination board.**
3. Please note, this is not a confidential document. Reports are routinely shared with students via Student: Staff Liaison Committee meetings, and therefore should avoid reference to individuals, either students or staff.

**SUMMARY FEEDBACK FROM EXTERNAL EXAMINERS**

*If you answer NO to any of the questions below, please ensure that the issue is addressed in detail within the body of your report.*

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| 1. | Are the threshold academic standards set for the award(s) in accordance with the Framework for Higher Education Qualifications (FHEQ) and applicable subject benchmark statements? | Yes | No | N/A |
| 2. | Are the academic standards and the achievements of students comparable with those in other UK higher education institutions of which you have experience? | Yes | No | N/A |
| 3. | Are the processes for assessment, examination and the determination of awards sound and fairly conducted against the intended outcomes of the programmes? | Yes | No | N/A |
| 4. | Do you consider those processes to have been conducted in line with the institution's policies and regulations? | Yes | No | N/A |
| 5. | Did you have access to an appropriate sample of student work for  External moderation purposes? | Yes | No | N/A |
| 6. | Was there evidence of appropriate internal moderation of grades and assessment feedback? | Yes | No | N/A |
| 7. | Were you satisfied with the quality of assessment feedback provided to students? | Yes | No | N/A |
| 8. | Were you satisfied with the consistency of grading across modules / units? | Yes | No | N/A |
| 9. | Did you attend the main Examination Board? | Yes | No | N/A |
| 10. | Did you meet with students? | Yes | No | N/A |
| 11. | Did you receive a satisfactory response to your last External Examiner report? | Yes | No | N/A |

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| **1. Academic Standards** |
| **Please provide feedback on the extent to which:**   * the programme and its component parts continue to be current, coherent, and outcomes align with the relevant qualification descriptor set out in the FHEQ * the programme reflects any additional PSRB requirements * RPL applications for entry are managed appropriately * assessments, assessment criteria, marking schemes and (where applicable) arrangements for classification are set at the appropriate level * the aims and learning outcomes are effectively communicated to students, employers, work-based mentors, etc. (e.g. via handbooks or guides). |
| **(Type response here)** |

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| **2. Students’ Performance** |
| **Please comment specifically on student performance in relation to the modules and award(s) under consideration in comparison to:**   * peers on comparable courses and students in previous years * national frameworks (including the FHEQ) and/or professional body standards * students studying with different partners (where appropriate) * the strengths and weaknesses of the cohort, the quality of their knowledge and skills (both general and subject specific). |
| **(Type response here)** |

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| **3. Assessment** |
| **Please comment on:**   * assessments are appropriately designed and structured for the subject, the students, level of study, and expected outcomes * assessment processes are carried out in accordance with University regulations / procedures * the assessment and grading criteria have been properly and consistently applied * arrangements for grading and moderation have been appropriate, fair and reliable in line with University policy * the quality of the feedback provided on student assessments is consistent * *For a course delivered by multiple partner organisations: appropriate samples and grade profiles have been made available in order to make both a separate and comparative judgement.* |
| **(Type response here)** |

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| **4. Quality of teaching and learning opportunities** |
| **Please comment on the following:**   * the overall quality of the student learning experience and any aspects of it that prepare students for employment * any improvements that would enhance the student learning experience * any areas of good practice or innovation |
| **(Type response here)** |

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| **5. Courses delivered by partner/multiple partner organisations (where applicable)** |
| **Name of Partner organisation(s):** |
| **Both comparative and** **separate consideration should be given** to each delivery partner regarding student performance and achievement, threshold academic standards, consistency in assessment practice and marking e.g. application of grading criteria, and the quality of students’ learning opportunities for all identified collaborative partners. Please comment specifically on the arrangements for ensuring comparability across the different partners.  ***Where there is variance across partners, please comment explicitly on the academic standards, student performance and management of assessment clearly identifying which partner institution comments relate to.*** |
| **(Type response here)** |

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| **6. The conduct and operation of the Board of Examiners** |
| **Please comment on the operation and arrangements made for the Board of Examiners including the extent to which it was conducted efficiently, fairly and with appropriate membership.** |
| **(Type response here)** |

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| **7. Any institutional issues** | |
| **Please note any issues identified that you consider fall beyond the remit of the course team.**  The Director of Quality and Educational Development will provide a response normally in January/February, after issues have been considered through the University committee and executive structures as appropriate. | |
| **(Type response here)** | |
| **8. Recommendations for improving the provision based on your experience of examining** | |
| **Please list below any specific recommendations to the course team, areas for potential enhancements based on good practice and/or issues for development**.  The course team will provide an initial response to the comments, normally within 6 weeks of receipt of this report. The Annual Evaluation Report for the course will be forwarded to you when it is available. | |
| **Recommendations:**  **(Type response here)** | |
| **Issues for development** | **Response to be added by Course Leader** |
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| **Areas for potential enhancement** | **Response to be added by Course Leader** |
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| **9. Outline of your activities undertaken during the year e.g. any visits to talk with students, RPL work or curriculum development activities, such as comments on course amendments** |
| **(Type response here)** |

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| **10. Any comment on the University’s interpretation of the role of External Examiner and the support given to you in order to carry out your role** |
| **(Type response here)** |

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| **11. In the case of External Examiners completing their term of office (normally after 4 years), any additional comments on the overall experience** |
| **(Type response here)** |

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| ***For University use:***  *Once the response (Section 8 above) has been completed, the sign-off details below should be completed.* | |
| ***Response to issues prepared by:*** | ***Approved by School/Department/Centre Head (delete as appropriate)*** |
| *Name:* | *Name:* |
| *Date:* | *Date:* |
| *Signed:* | *Signed:* |
| ***The report should then be sent to the External Examiner and copied to the School Quality Administrator who will upload it to the shared drive****.* | |