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EXTERNAL EXAMINER’S REPORTAcademic Year: 2023/24

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| Thank you for acting as an external examiner and critical friend for the University.  Your report and comments on the appropriateness of the stated aims and outcomes of the course(s), the assessment and feedback processes and practices, the standards of student attainment against national benchmarks, and areas of good practice and innovation are extremely important to us. The report will enable the University to monitor the academic standards of awards and will assist course teams and the University in making enhancements, either immediately or at the next review, as appropriate.  This is not a confidential document. The feedback you provide is considered by Schools and feeds into the University’s Annual Evaluation Review process. Reports are also routinely shared with students via Student: Staff Liaison Committee meetings, and therefore should avoid reference to individuals, (students and staff) to maintain appropriate confidentiality.  Guidance and forms relating to External Examiners can be found on the University’s [External Examiners' web pages](https://uniworcac.sharepoint.com/teams/uwd-0085/SitePages/ProjectHome.aspx).  This report should be completed as fully as possible and submitted electronically to the Academic Quality Team at [AcademicQualityTeam@worc.ac.uk](mailto:AcademicQualityTeam@worc.ac.uk) within 3 weeks of the examination board. **We may return the report to you for further information if deemed necessary.** On receipt of a satisfactory report, you will be able to claim your fee 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 subject or modular responsibilities in instances where there is more than one External Examiner assigned to an award/course.* | | | |  | | | | | | | | | | | | |
| **Date of Board of Examiners:** | | | |  | | | | | | | | | | | | |
| **Level:** | | | | Undergraduate | | | | |  | Postgraduate | | | | |  | |
| **Year of Tenure:** | | | | 1st |  | 2nd | |  | | 3rd | |  | 4th |  | | |
| **Signature:** |  | | | | | | | | **Date:** | |  | | | | | |
| **University of Worcester School:** *Please tick the appropriate School where you are an External Examiner.* | | | | | | | | | | | | | | | | |
| Allied Health and Community | |  | Nursing and Midwifery | | | |  | Science and the Environment | | | | | | | |  |
| Arts | |  | Psychology | | | |  | Sport and Exercise Science | | | | | | | |  |
| Institute of Education | |  | Research School | | | |  | Three Counties Medical School | | | | | | | |  |
| Humanities | |  |  | | | |  | Worcester Business School | | | | | | | |  |

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| **Courses with Collaborative Partner(s)**  *Please ensure you complete Section 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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| **I confirm I have no known conflict of interest that has arisen since my appointment as External Examiner for the University of Worcester.** |  |

**SUMMARY FEEDBACK FROM EXTERNAL EXAMINERS**

Please complete the right-hand column by entering one of these options:

**Y**-Yes, **N**-No or **NA**-Not Applicable

*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) consistent with relevant national qualifications frameworks including [OfS Sector-recognised standards](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf), [QAA Subject Benchmark Statements](https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements) and, where relevant, Professional, Statutory and Regulatory Bodies (PSRBs)? |  |
| 2. | Are the academic standards and the achievements of students comparable with those in other UK higher education institutions of which you have experience? |  |
| 3. | Are the processes for assessment, examination and the determination of awards sound and fairly conducted against the intended outcomes of the programmes? |  |
| 4. | Do you consider those processes to have been conducted in line with the University's policies and regulations? |  |
| 5. | Did you have access to an appropriate sample of student work for external moderation purposes? |  |
| 6. | Was there evidence of appropriate internal moderation of grades and assessment feedback? |  |
| 7. | Were you satisfied with the quality of assessment feedback provided to students? |  |
| 8. | Were you satisfied with the consistency of grading across modules / units? |  |
| 9. | Did you attend the main Examination Board? |  |
| 10. | Did you meet with students? |  |
| 11. | Did you receive a satisfactory response to your last External Examiner report? |  |

In this section you are asked to describe more fully how the University has or has not maintained threshold academic standards and the quality of the student experience in relation to the course(s) for which you are the external examiner.

Please comment all sections of the form as fully as possible and **make positive criticism and/or recommendations where appropriate.**

The boxes in the report template will expand as you type; please do not feel constrained by their initial size. We may return the report to you for further information if deemed necessary.

### **Academic standards**

**Please comment on the extent to which:**

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| * the standards set are appropriate for the awards, or award elements and align with [Sector-recognised standards](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf). * the programme and its component parts continue to be current, coherent, and outcomes align with the relevant qualification descriptors. * the programme reflects any additional PSRB requirements. * Recognition of prior learning (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 your response here* |

### **Comparability of standards and student performance**

**With reference to degree classification and pass/fail rate data as appropriate, please comment on student performance in relation to the modules and award(s) under consideration in comparison to:**

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| * peers on comparable course and students in previous years. * national frameworks (including the sector-recognised standards) 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 your response here* |

### **Assessment**

**Please comment on whether**

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| * 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. * assessments are inclusive in line with the [Assessment Policy](file:///C:/Users/stom1/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/Z2L6ISTF/Assessment%20Policy) * the quality of the feedback provided on student assessments is consistent * assessment feedback includes commentary on technical proficiency in written English as appropriate.   *For a course delivered by multiple partner organisations: appropriate samples and grade profiles should have been made available to make both a separate and comparative judgement.* |
| *Type your response here* |

### **Quality of teaching and student learning opportunities**

**Please comment on**

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| * evidence of University of Worcester [Graduate Attributes](https://www2.worc.ac.uk/qed/93.html) in the courses you examine. * the overall quality of the student learning experience and any aspects of it that prepare students for employment. * any areas of good practice or innovation. |
| *Type your response here* |

### **Courses delivered by partner/multiple partner organisation**

**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.

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| ***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 your response here* |

### **The conduct and operation of the Board of Examiners**

**Please comment on**

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| * the arrangements made for, and the operation of, the Board of Examiners * application of the University regulations, and any issues raised by the Board * the extent to which the Board was conducted efficiently, fairly and with appropriate membership. |
| *Type your response here* |

### **Institutional issues**

**Please note any issues identified that you consider fall beyond the remit of the course team.**

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| 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. |

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| *Type your response here* |

### **Recommendations or actions**

**The University encourages all external examiners to make objective and constructive comments and advice to help improve the course and student learning experience.**

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| Please list below any specific recommendations to the course team, areas for development or potential enhancements that would improve the student learning experience, management of assessment or operation of the Boards.  The course team will provide an initial response to the comments, normally within 6 weeks of receipt of this report. |
| **Recommendations: Areas for development**  *Type your response here* |
| *Response to be added by the Course Leader* |
| **Recommendations: Areas for potential enhancement:**  *Type your response here* |
| *Response to be added by the Course Leader* |

### **Outline of activities this academic year**

**Include, for example: any visits to meet with students, RPL work, and curriculum development activities, such as comments on course amendments.**

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| *Type your response here* |

### **Support**

**Please comment on the support given to you to enable you to carry out your role effectively, for example, whether you received sufficient information to enable you to carry out your role, and access to sufficient student assessments for moderation purposes.**

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| *Type your response here* |

### **Response to annual report**

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| **Did you receive feedback on last year’s external examiner report?** | Yes |  | No |  |

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| * **Do you consider that the comments offered in your previous report have been considered and appropriately acted upon?** |
| *Type your response here* |

### **End of tenure: final report**

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| **If you have now finished your term (usually after four years) you are invited to comment on your tenure at the University of Worcester as a whole. For example, you might like to comment on changes that have been introduced during your term of office or the extent to which you feel the University has been responsive to your suggestions.** |
| *Type your 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.* | |
| ***Course team response 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****.* | |