



## External / Intercollegiate Examiner's Annual Report

1. Name

2. Home institution and/or professional affiliation

3. Role

4. Year of service

5. Award(s) partially or wholly covered by this report

*Only highest award per programme is displayed*

6. Module(s)/ Course(s) covered

*Please provide title of each individual module or course you have reviewed. You will be asked to confirm standard of each module further down in the questionnaire.*

7. Date of Board of Examiners meeting

8. Date of Board of Examiners meeting

*Please provide date of second board meeting, if the report covers more than one board, for example dissertation or project boards, or a second assessment period.*

9. Date of the report

## PART A Summary

### Standards of Award

10. The standards set for the award are appropriate for qualification at this level and in this subject.

11. If not, please explain why.

## Student Performance

**12. The standards set for the assessment of student performance are comparable with similar programmes or subjects in other UK institutions with which you are familiar.**

**13. If not, please explain why.**

**14. If standards are higher than would be expected, please elaborate.**

## Conduct of processes

**15. The processes for assessment, examination and the determination of awards are sound and fairly conducted.**

**16. If not, please explain why.**

**17. If processes are of a higher standard than would be expected, please elaborate.**

## Good practice and innovation

**18. Please comment on any particular strengths or distinctive or innovative features in relation to standards and assessment processes. Please highlight any items of good practice in programme arrangements and/or procedures for external examination.**

## PART B Standards

**19. Please comment on the coherence and currency of the programme or its component parts.**

*Please provide comments on each individual module in separate paragraphs, highlighting in particular where differences between them occur.*

*You may want to take into account the alignment of the learning outcomes with the relevant qualification descriptor set out in the applicable qualifications framework.*

- Please refer to the Please refer to the [Framework for HE Qualifications of UK Degree-Awarding Bodies \(FHEQ\)](#).
- For the International Foundation Programme please refer to the [Qualification and Component Levels](#).
- Where applicable, please refer to the relevant [Subject Benchmark Statements](#).

**20. The standard of assessment in each module is comparable to modules of the same level.**

*Please consider for each module.*

**21. If the standard of assessment is not comparable to modules or courses of the same level, please elaborate.**

*Please provide details for all modules that are not comparable.*

**22. The standard of assessment is comparable to modules of the same level as for students at University of London member institutions.**

*Please consider for each module.*

*This question is aimed at External and Intercollegiate Examiners who are appointed to University of London distance and flexible learning Boards of Examiners and are also appointed as External or Intercollegiate Examiners to Boards of Examiners assessing students for the equivalent programme based at a member institution.*

**23. If the standard of assessment is not comparable to modules of the same level as for students at University of London member institutions, please elaborate.**

*Please provide details for all modules that are not comparable.*

**24. The standard of assessment is comparable to modules of the same level at your own University of London member institution.**

*Please consider for each module.*

*This question is aimed at Intercollegiate Examiners from one of the member institutions of the University of London.*

**25. If the standard of assessment is not comparable to modules of the same level at your own University of London member institution, please elaborate.**

*Please provide details for all modules that are not comparable.*

**26. The assessment criteria, marking schemes and arrangements for classification are set at the appropriate level.**

*Please consider for each module.*

**27. If the assessment criteria, marking schemes and arrangements for classification are not set at the appropriate level, please elaborate.**

*Please provide details for all modules that are not set at the appropriate level.*

**28. Please comment on the standards of student performance.**

*Where relevant, please make reference to performance on individual modules.*

*You may want to include:*

- *The relation to the specified learning outcomes*
- *Candidates' performance in relation to their peers in comparable programmes.*

## **PART C   Programme and assessment design**

**29. The aims and learning outcomes for the programme and modules/courses are clearly defined and appropriate to the subject matter.**

*Please consider for the programme as a whole and for each module you have been asked to review.*

**30. If the aims and learning outcomes for the programme and modules/courses are not clearly defined and appropriate to subject matter, please elaborate.**

*Please provide details for the programme as a whole and any modules without clearly defined aims and learning outcomes.*

**31. Please comment on the appropriateness and balance of types of assessment (i.e. unseen written exams, coursework, dissertation, etc.).**

*Please consider for the programme as a whole and for each module you have been asked to review.*

*Please comment in relation to:*

- *The subject*
- *The students*
- *The respective level of study*
- *The expected learning outcomes*

**32. Please comment on the usefulness of study materials and the Virtual Learning Environment in relation to the expected learning outcomes.**

*Where relevant, please comment on individual modules.*

**33. Please comment on the overall quality of programme and assessment design and structure.**

## **PART D    Assessment Process**

### **Information**

**34. Did you receive all necessary information regarding your appointment?**

**35. Did you receive all necessary information on the programme and assessment (e.g., programme handbooks, programme regulations, module/course descriptions, assessment briefs/marking criteria)?**

**36. Did you receive this information in good time?**

**37. Did you have sufficient access to any additional material needed to make the required judgements?**

**38. Please comment on the usefulness and relevance of the information sent to you.**

### **Paper-setting** *[Not applicable to Combined Degree Scheme (CDS)]*

**39. Did you receive all the draft papers that you wished to see?**

**40. Was the nature, spread and level of the questions/ coursework appropriate?**

*Please consider for the programme as a whole and for each module you have been asked to review.*

**41. If the nature, spread and level of the questions/ coursework was not appropriate, please elaborate.**

*Please provide details for all modules where the nature, spread and level is not appropriate.*

**42. Were suitable arrangements made to consider your comments in the paper-setting process?**

**43. Please add any other comments on the paper-setting process.**

*Where relevant, please comment on individual modules.*

### **Marking and sampling** [Not applicable to Combined Degree Scheme (CDS)]

**44. Did you receive the scripts or other assessed work in sufficient time to allow you to make a proper assessment?**

**45. Did you receive a sufficient number of scripts and other assessed work to be able to assess whether the internal marking and classifications were appropriate and consistent?**

*Please consider for each module.*

**46. Did you see a representative sample of scripts and other assessed work assessed as first class, borderline or fail?**

**47. Were you satisfied with the standard of marking?**

*Please consider for each module you have been asked to review.*

**48. If you were not satisfied with the standard of marking, please elaborate.**

*Please provide details for all modules where the standard of marking was not satisfactory.*

**49. Were you satisfied that the scripts and other assessed work were double-marked or second-marked and moderated?**

*Please consider for each module you have been asked to review.*

*Assessed work for University of London Track C programmes is second marked on a sample basis as per the [Guidelines for Examinations](#).*

**50. If you were not satisfied that the scripts and other assessed work were double-marked or second-marked and moderated, please elaborate.**

*Please provide details for each module.*

### **Dissertations / Project reports**

**51. Was the choice of subjects for dissertations / project reports appropriate?**

*Please consider for all modules where appropriate.*

### **Oral assessment**

**52. Were suitable arrangements made for you to conduct and/or moderate oral components of assessment?**

*Please consider for all modules where appropriate.*

**53. Please provide any comments on scripts and other assessed work.**

## **Board of Examiners meeting(s) and results**

**54. Were you invited to attend the meeting(s) of the Board of Examiners?**

**55. Were you given sufficient notice of the meeting(s) of the Board of Examiners?**

**56. Were you able to attend the final Board of Examiners' meeting?**

*'Final Board of Examiners meeting' – a meeting where awards are confirmed.*

**57. If you were not able to attend the final Board of Examiners' meeting, were suitable arrangements made to consider your comments on the decisions made by the Board?**

**58. Was the meeting of the Board of Examiners conducted to your satisfaction?**

**59. Were you satisfied with the recommendations of the Board of Examiners?**

**60. Please provide any comments on the Board of Examiners' meetings and decisions.**

## **PART E Other Comments**

**61. Please provide comments relating to Professional and Statutory Body requirements, if applicable.**

**62. How did this year's procedures/arrangements compare with those of previous years?**

**63. Please comment on the extent to which suggestions made by you last year were taken into account.**

**64. If this is your last year of appointment, please provide an overview of your term of office as an External/Intercollegiate Examiner for the University of London distance and flexible learning programmes or the School of Advanced Study.**

**65. Please provide any other comments you may have.**

*Please use this box for responding to any specific questions the Programme Team may have asked you to consider.*