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South Devon College – University Centre South Devon

**SUBJECT EXTERNAL EXAMINER’S INTERIUM REPORT FORM**

**2022-23 ACADEMIC YEAR**

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| Please note that this is the Interimreport template, to be completed after attending a panel/board for an in year cohort. The full annual report form should be completed following a September start cohort’s Subject Assessment Panel (usually held June/July).   |

Please complete and submit your report electronically. Please send your completed report ***within six weeks***of the meeting of the Subject Assessment Panel to the HE Faculty university@southdevon.ac.uk

(Response text boxes are formatted in blue. Please do not amend the formatting).

**Please do not identify any individual students or members of staff in your report to maintain appropriate confidentiality.**

**Section C (Response to the External Examiner’s Report)** will be completed by the HE Lead 4 weeks of receipt of this report.

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| **SECTION A** |
| **Subject External Examiner’s Interim Report Form** |
| **Part 1****External Examiner’s details** |
| **Name of External Examiner*****Please include title, e.g. Professor, Dr, etc.*** |
|  |
| **Subject External Examiner for:****(*please identify the relevant Subject Assessment Panel(s))*** |
|  |
| **Date of report:** |  |

**SECTION B – Summary Questions**

**Please answer the following summary questions based on your involvement with this Subject Assessment Panel meeting:**

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| **‘In the view of the examiner, the threshold standards set for the modules examined are appropriate for modules at this level, in this subject, with reference to the Framework for Higher Education Qualifications and the relevant Subject Benchmark Statement(s)’****Is the above statement correct?** |
| Yes/No (please delete as appropriate) |
| **If you have stated ‘no’, or if you wish to give additional information not already provided earlier in your report, please do so below.** |
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| **‘In the view of the examiner, the threshold standards of student performance for the modules examined are broadly comparable with similar subjects at the equivalent level in other UK institutions with which s/he is familiar.’****Is the above statement correct?** |
| Yes/No (please delete as appropriate) |
| **If you have stated ‘no’, or if you wish to give additional information not already provided earlier in your report, please do so below.** |
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| **‘In the view of the examiner, the processes for assessment for the modules examined are sound and fairly conducted.’****Is the above statement correct?** |
| Yes/No (please delete as appropriate) |
| **If you have stated ‘no’, or if you wish to give additional information not already provided earlier in your report, please do so below.** |
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| ***If you act as Subject External Examiner for modules/programmes run across more than one of the University’s partner institutions or sites, please answer the following additional question:*** |
| **‘In the view of the examiner, the threshold standards of student performance are broadly comparable across partners/sites’****Is the above statement correct?** |
| Yes/No (please delete as appropriate) |
| **If you have stated ‘no’, or if you wish to give additional information not already provided earlier in your report, please do so below.** |
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**Thank you for completing your report.**

**Please email your report to** university@southdevon.ac.uk

**SECTION C – RESPONSE TO EXTERNAL EXAMINER’S REPORT**

* A formal written response must be sent to the External Examiner using the form below within 4 weeks of receipt
* The response must be approved by the Head of HE Academic Register or equivalent before being sent to the External Examiner

**Date the External Examiner’s report received:**

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| --- | --- |
| **ISSUES AND GOOD PRACTICE** (brief summary of the main issues and commendations raised in the report) | **RESPONSE** (refer to planned or completed actions, as reported in school/programme/module Action Plan) |
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**If the External Examiner has not made any substantive comments in his/her report, please delete the above table and insert the following statement:**

**Thank you for your report. We are pleased you are satisfied with standards and the assessment process.**

Response Author Name:

Role:

Date:

**For completion by the Head of Higher Education:**

**If the External Examiner has raised an issue(s) that is more appropriately responded to by HE management (for example, relating to staffing resources) please complete the following table:**

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| --- | --- |
| **Management issue(s) raised**  | **Response**  |
|   |   |
|   |   |

*This response is approved by the Head of Higher Education:*

Signed:

Date: