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South Devon College – University Centre South Devon

**SUBJECT EXTERNAL EXAMINER’S REPORT FORM**

**2022-23 ACADEMIC YEAR**

Please note that this is the full report template, which should be completed annually. Where more than one Subject Assessment Panel is held per year, you will be asked to complete an abbreviated version of this template.

If you also hold an appointment as an **Award External Examiner**you should complete a separate Award External Examiner’s report form as well.

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](mailto:university@southdevon.ac.uk)

Please could you complete ***all***sections of the report including the summary questions in Section C.

(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 D (Response to the External Examiner’s Report)**will be completed by the relevant HE Lead within 4 weeks of receipt

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| **SECTION A** | | | |
| **Subject External Examiner’s report form** | | | |
| **PART 1**  **EXTERNAL EXAMINER’S DETAILS** | | | |
| **Name of External Examiner**  ***Please include title, e.g. Professor, Dr, etc.*** | | | |
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| **Subject External Examiner for:**  **(*Please identify the relevant Subject Assessment Panel(s) or Programme Title(s))*** | | | |
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| **Date of report:** |  | | |
| **PART 2**  **RESPONSES TO COMMENTS AND RECOMMENDATIONS** | | | |
| **2.1 Have you received an appropriate formal written response to issues raised in previous reports (continuing examiners only)? Please elaborate on your response, if appropriate, to provide feedback to the subject/programme team on progress made in response to issues identified in your previous report.** | | | |
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| **PART 3**  **BRIEFING AND INDUCTION** | | | |
| **IF YOU ARE A NEW EXTERNAL EXAMINER, PLEASE ANSWER THE FOLLOWING QUESTIONS. IF NOT, PLEASE MOVE ON TO 3.3:** | | | |
| **3.1 Was the information provided for new External Examiners on the External Examiner’s website at** <https://www.ucsd.ac.uk/research-and-expertise/external-examining/> **useful? Did you identify any gaps in the information provided (please specify)?** | | | |
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| **3.2 If you were assigned a mentor, please comment on the effectiveness of this arrangement from your perspective.** | | | |
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| **ALL EXTERNAL EXAMINERS:** | | | |
| **3.3 Programme/subject level briefing material**  Did you receive: | | **Yes** | **No** |
| 1. The relevant programme handbook(s)? | |  |  |
| 1. The relevant programme specifications? | |  |  |
| 1. The relevant regulations? | |  |  |
| 1. Module descriptors (DMRs)? | |  |  |
| 1. Assessment briefs/marking criteria? | |  |  |

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| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.  If you are a continuing External Examiner, was all necessary information regarding any changes to the programme/subject you are examining provided? | | |
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|  | **Yes** | **No** |
| **3.4 Does Moodle/SharePoint/OneDrive sites meet your needs as an External Examiner?** |  |  |
| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified. | | |
| **3.5 If you have acted as a mentor to a new External Examiner at UCSD please comment on the effectiveness of the arrangement from your perspective.** | | |
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| **SECTION B ASSESSMENT**  *Please answer yes, no or N/A to the following questions with an X in the appropriate box and use the space below each questions to qualify your answer, if appropriate.* | | | |
| **PART 1 ASSESSMENT PROCESSES: SAMPLING ARRANGEMENTS AND EVIDENCE PROVIDED** | | | |
| 1. **Draft examination papers**   **PLEASE DO NOT ANSWER QUESTIONS 1.1 AND 1.2 IF THE MODULES YOU ARE RESPONSIBLE FOR ARE ASSESSED BY COURSEWORK ONLY (coursework is covered in question 1.3)** | **YES** | **NO** | **N/A** |
| 1. Did you receive all the draft papers? |  |  |  |
| 1. Were the nature and level of the questions appropriate? |  |  |  |
| 1. If not, were suitable arrangements made to consider your comments? |  |  |  |
| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified. | | | |
| 1. **Marking examination scripts** | **YES** | **NO** | **N/A** |
| 1. Did you receive a sufficient number and range of scripts to enable you to make a sound judgement on standards achieved? |  |  |  |
| 1. If you did not receive all the scripts, was the method of selection satisfactory? |  |  |  |
| 1. Was the general standard and consistency of marking appropriate? |  |  |  |
| 1. Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? |  |  |  |
| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified. | | | |
| **1.3 Coursework/continuously assessed work** | **YES** | **NO** | **N/A** |
| 1. Was sufficient coursework made available to you to enable you to make a sound judgement on standards achieved? |  |  |  |
| 1. Was the method and general standard of marking and consistency satisfactory? |  |  |  |
| 1. Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? |  |  |  |
| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified. | | | |
| **1.4 Dissertations/project reports** | **YES** | **NO** | **N/A** |
| 1. Were the choice of subjects for dissertations appropriate? |  |  |  |
| 1. Was the method and standard of assessment appropriate? |  |  |  |
| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified. | | | |
| **1.5 Performance or studio-based work** | **YES** | **NO** | **N/A** |
| Where performance or studio-based work formed part of the assessment for the modules you examined, were suitable arrangements made for you to view such work? |  |  |  |
| Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified. | | | |

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| **PART 2 MAINTAINING ACADEMIC STANDARDS**    Please answer yes or no to the following questions with an X in the appropriate box and use the space below each question to qualify your answer, if appropriate.  Please identify examples of exceptional practice or any areas for consideration. | | | |
| Many of the questions in Part 2 relate directly to the expectations of [UCSD’s Assessment Practice Policy and Procedure](https://www.ucsd.ac.uk/wp-content/uploads/HEACRP6-HE-Assessment-Practice-Policy-July-2020.pdf). We would value your feedback on progress at programme/subject level in implementing this policy. | | | |
|  | | **Yes** | **No** |
| **2.1 Were assessments conducted in accordance with the module specification?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.2 Were assessments valid and aligned to clear and realistic learning outcomes?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.3 Do assessments give students a clear opportunity to demonstrate general and specific subject skills, knowledge and understanding, linked to employment?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.4 Were assessments reliable and inclusively designed (to minimize the use of modified assessment, and over-assessment of learning outcomes)?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.5 Where alternative assessments were agreed for students with disabilities, were you satisfied that, learning outcomes were addressed in the alternative assessment(s) set?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.6 Was the amount of assessed work manageable for students and staff?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.7 Do the forms of assessment include both formative and summative assessment?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.8 Was the information provided to students and External Examiners about assessment clear, transparent and accessible?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.9 Were assessments marked fairly, using the published marking and grading criteria and appropriate second marking and moderation?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.10 Based on the views of the students you have met and/or module evaluations provided, was feedback to students on assessment constructive and timely?** | |  |  |
| Please elaborate on your response, if appropriate. | | | |
| **2.11 More generally, please identify any areas of exceptional practice and innovation relating to learning, teaching and assessment (including the currency and coherence of the curriculum) which you would wish to commend to the wider University.** | | | |
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| **2.12 What changes and improvements would you want to suggest, if appropriate, to strengthen assessment arrangements, improve the currency and coherence of the curriculum, or to enhance the quality of the learning opportunities provided to students?** | | | |
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| **2.13 If the programme involves professional accreditation, please comment specifically on whether in your judgement appropriate professional competencies were achieved within the modules you examined.** | | | |
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| **2.14 Completing Externals only** | | | |
| If this is your final year as an external you are invited to add any longer term reflections if appropriate. | | | |
| **PART 3 OPERATION OF THE SUBJECT ASSESSMENT PANEL** | | | |
| **3.1 Date of Subject Panel meeting(s):** |  | | |
| **3.2 *Please answer yes or no to the following questions with an X in the appropriate box. If the answer is no, please elaborate on your concerns below.*** | | **YES** | **NO** |
| 1. **Was the meeting conducted to your satisfaction?** | |  |  |
| 1. **Were you satisfied with the panel’s recommendations?** | |  |  |
| 1. **Were you satisfied that the administrative/organisational arrangements enabled you and the panel to carry out your duties effectively?** | |  |  |
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| **PART 4 MID-YEAR ENGAGEMENT WITH STUDENTS** | | |
| **4.1 *Please answer yes or no to the following questions with an X in the appropriate box.*** | **YES** | **NO** |
| 1. **Were you invited to undertake a mid-year interaction with students?** |  |  |
| 1. **If yes, were you able to undertake this interaction?** |  |  |
| 1. **What form did the interaction take (e.g. visit to campus, videoconference, Teams, etc.)?** | | |
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| **4.2 If applicable, please summarise any feedback you have received from students about their experiences of assessment you have not already covered in your responses to Part 2 above (indicating how you received this feedback e.g. during a mid-year visit or other opportunity that you have had to engage with students).** | | |
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**SECTION C – SUMMARY QUESTIONS**

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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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**Thank you for completing your report.**

**Please email your report to** [**university@southdevon.ac.uk**](mailto:%20university@southdevon.ac.uk)

**SECTION D – 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 Higher Education (or nominee) 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** |
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*This response is approved by the Head of Higher Education:*

Signed:

Date: