

External Examiner Report 2023-2024

Thank you for taking the time to complete this report, here are some notes for guidance:

- External examiners complete this form annually.
- The report is usually submitted within a month of the main Assessment Board that you attend.
- The university circulates the report widely (internally), and **makes the report available in full to students**. Please do not name or identify individual staff or students in the report.
- *Mandatory questions will appear with a red asterix beside them.*
- When commenting, please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.
- If after starting your report you require more time before submitting, please select the 'Finish later' button at the bottom of the page. When you click on this option a link will be displayed on your screen; please save the link to return to your report. **This link is only available to you - please keep it safe.**
- There will be an opportunity to download a pdf copy of your responses at the end of the report. Please click on the option 'my responses' to download.
- You can expect a written response to your comments from the School responsible for the Department(s) or Course(s) that you examine.
- Should you have a major concern at any time during your term of office please feel free to write to the Head of Quality Assurance & Enhancement or the Vice-Chancellor.

If you have any questions about completing the report please email extexam@uel.ac.uk

The University of East London takes protection of your personal data very seriously and will only process your personal data in line with the Data Protection Principles. You have rights associated with how

organisations manage your personal data including the right to understand how your data will be processed and access to copies of your personal data if required. For more information on these rights please contact dpo@uel.ac.uk

Some of the questions below have been pre-populated with answers based on information in your contract of employment. If any of this information is incorrect please change it and provide an explanation of the change(s) in the free text box halfway down the page.

Academic Session:

Name of External Examiner:

Name of Home Institution and/or other Professional/Institutional Affiliation:

Title of Department externally examining within at UEL:

- Allied and Public Health
- Professional Psychology
- Architecture and Visual Arts
- Fashion
- Business, Entrepreneurship and Finance
- Education and Community Development
- Bioscience
- Psychological Sciences
- Engineering and Construction
- Music, Writing and Performance
- Law, Policing and Justice
- Teacher Education
- School of Arts and Creative Industries, Lead Examiner
- School of Architecture, Computing and Engineering, Lead Examiner

- Innovation and Management
- Nursing and Midwifery
- Applied Sport and Exercise Sciences
- Royal Docks School of Business and Law, Lead Examiner
- Computer Science and Digital Technologies
- Media
- School of Education and Communities, Lead Examiner
- School of Health, Sport and Bioscience, Lead Examiner
- School of Psychology, Lead Examiner

Title of School external examining within at UEL:

- Royal Docks School of Business and Law
- School of Architecture, Computing and Engineering
- School of Arts and Creative Industries
- School of Education and Communities
- School of Health, Sport and Bioscience
- School of Psychology

Course title (if known):

Are you contracted as a Lead Examiner? (*Most examiners are not; Lead Examiners attend boards where award classifications are conferred.*)

- Yes
- No

Did you examine modules/courses for any academic partner institutions?

- Yes

No

Please list the name(s) of any academic partner institution(s): *

If your personal details have changed in the last year, or you have changed any of the pre-populated questions above, please provide details of these changes. We use this to update our records. For example, please tell us if you are now working for a different employer or you have changed your home/work address.

Please state date of Assessment Board

Did you attend?

Yes

No

Please state date of Assessment Board

Did you attend?

Yes

No

Please state date of Assessment Board

Did you attend?

- Yes
- No

Have there been any changes to your circumstances that may affect your ability to act impartially as an External Examiner at UEL? *

- Yes
- No

You have ticked 'yes' please provide details *

PART ONE – OVERALL FINDINGS

*

From the evidence available to me, I confirm that the standards set within the department, (as evidenced by the modules reviewed) are appropriate for qualifications at this level, in this subject

Yes

No

From the evidence available to me, I confirm that the marks awarded for student assessments are appropriate

Yes

No

*

From the evidence available to me, I confirm that the marks awarded for student assessments are comparable with marks awarded at other institutions with which I am familiar

Yes

No

Not applicable

*

From the evidence available to me, I confirm that the processes for assessment and examination in the determination of credit for modules are soundly and fairly conducted, in line with university regulations and relevant Professional, Statutory and Regulatory Body requirements

Yes

No

From the evidence available to me, I confirm that students have the opportunity to achieve standards beyond the threshold level

Yes

No

*

From the evidence available to me, I confirm that the opportunity for students to achieve standards beyond the

threshold level is comparable with other institutions with which I am familiar

Yes

No

Not applicable

If the answer to any of the questions above is 'no', please provide a brief statement of the respects in which they fall short. Please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

PART TWO

The university has a particular interest in the areas described in the section headings below. We would also welcome your views on any other matters, and space for this is available at the end of the form.

The standards attained by the students

In reaching a judgement, you may wish to refer to documents within the QAA UK Quality Code for Higher Education, QAA Subject Benchmark Statements, the Framework for Higher Education Qualifications in England, University regulations governing the standards of awards, professional body accreditation requirements and other relevant information. Please indicate the extent to which you agree with the statements below *

The standards of our students meet threshold benchmarks, internal, and external, including professional body

requirements/standards

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The subject knowledge of our students is comparable to their peers at other institutions

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The standard of academic skills of our students is comparable to their peers at other institutions

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The pass rates of our students are comparable to their peers at other institutions

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

These comparisons above extend similarly to modules delivered at our academic partners if you cover partner modules

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Please use this section to provide any additional comments (optional). Please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

The design and structure of the assessment

Please indicate the extent to which you agree with the statements below *

All learning outcomes are assessed appropriately

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The assessment methods are fair

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The assessment methods are inclusive

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

There is an appropriate range of assessments

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Assessment methods stretch students to perform above threshold levels

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

These statements above apply similarly to assessments provided by our academic partners if you cover partner modules

Agree

Neither agree nor disagree

Disagree

Not applicable

Not enough information to say

The general conduct of the assessment

Please confirm *

I received all of the draft assessment tasks (for the modules in my allocation that ran in the current academic year)

- Yes
- No
- Not applicable

The nature and level of the assessment tasks were appropriate

- Yes
- No
- Not applicable

Suitable arrangements were made to consider my comments

- Yes
- No
- Not applicable

If you are required by a professional body to meet/observe students, did this happen

- Yes
- No
- Not applicable

If you requested a sample of on-campus materials, did you receive it? (Applicable to examiners covering Franchise partner modules.) Franchise: where UEL have licenced other institutions to deliver whole courses or stages of courses

that also run on the UEL campus.

- Yes
- No
- Not applicable

Please indicate the extent to which you agree with the statements below *

Appropriate procedures are in place for the moderation of papers

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Assessment boards are conducted appropriately

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

It is easy to distinguish between students at each centre of delivery (applicable to examiners who cover more than one

academic partner or an academic partner with different campuses)

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Progression decisions were made fairly and consistently, in adherence to the regulations

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Please use this section to provide any additional comments (optional). Please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

Marking

Please confirm *

I received examples of assessment for all modules

- Yes
- No
- Not applicable

I received an appropriate range of examples of work

- Yes
- No
- Not applicable

Suitable arrangements were made to consider my comments

- Yes
- No
- Not applicable

Please indicate the extent to which you agree with the statements below *

Internal marking is accurate

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Internal marking is consistent

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Appropriate procedures are followed for marking

- Agree

- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

There is implementation of UEL's policy on Second and Anonymous Marking

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

There are clear marking criteria

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

There is appropriate use of the full range of marks

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Feedback is appropriate

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Feedback is consistent

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

These statements apply similarly to marking at our academic partners if you cover partner modules

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Please use this section to provide any additional comments (optional). Please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

The modules

Please indicate the extent to which you agree with the statements below *

The standards of modules meet internal and external threshold benchmarks, including professional body requirements

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The content of modules is appropriate

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The structure of modules is appropriate

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Modules are up to date with current thinking in the discipline

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Modules consistently demonstrate high quality teaching standards

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The modules prepare students for employment

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The modules prepare students for further study

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Module Development Plans

Module Development Plans (MDeP) serve as the process for Module Leaders to record their reflections on the module in time for the assessment board. These should be made available to the External Examiner at the same time as the student assessment sample. *For examiners covering academic partner modules, this will be the end of module report.*

I received a Module Development Plan (MDeP) or end of module report for the modules I examine. *

- Yes
- No
- Partly

I found the Module Development Plan(s) or end of module report(s) helpful. *

- Yes
- No

Partly

Please use this section to provide any additional comments (optional). Please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

Learning Environment

*

Students are engaged at UEL

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Students who are underrepresented in Higher Education can succeed at UEL

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Appropriate resources are in place to help students succeed

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The learning environment is stimulating for students, providing the right level of challenge

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Opportunities exist for students to engage in activities that benefit their personal and professional development

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Opportunities exist for students to engage in activities that benefit society

Agree

Neither agree nor disagree

Disagree

Not applicable

Not enough information to say

Execution of the Examiner Role

Please indicate the extent to which you agree with the statements below *

I have a productive relationship with the academics responsible for modules in my remit

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Administrative arrangements are in place to help me succeed in my role

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

I received all the information I needed to answer the questions in this report

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

I am a new examiner and I received all the support I needed from the institution (UEL-wide induction via Moodle)

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

I am a new examiner and I received all the support I needed from the school (school level induction)

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Mentoring

Please select not applicable to the following questions if you have not been involved with mentoring this year, as either a Mentor or Mentee.

If this was your first external examining role, were you allocated a mentor? *

- Yes
- No
- Not applicable

Did you have contact with your mentor? *

- Yes

No

Please indicate what areas were discussed to support you in your role: *

Role of the external examiner

Yes

No

Assessment processes at UEL

Yes

No

Assessment board arrangements

Yes

No

Annual reporting

Yes

No

Consultation process for modified modules

Yes

No

Was the process beneficial? *

Yes

No

Did you mentor a new external examiner this year? *

Yes

No

Not applicable

Was the process beneficial? *

Yes

No

Not applicable

Please use this section to provide any additional comments (optional). If you were involved in mentoring, please comment on the process, for example, what worked well or what could improve the process.

Previous Report

Were there matters arising from the previous report that required a response? *

Yes

No

Not applicable

Were these matters adequately addressed? *

Yes

No

Not enough information to say

Overall Experience

Please select not applicable if you are in the first year of your appointment

Overall, since last year my experience as an external examiner has: *

- Improved
- Stayed the same
- Declined
- Not applicable

Further comments

When commenting, please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

Please comment on any areas of good practice that you would particularly like to highlight.

Please comment on areas that could be improved. If you have given a negative response to any of the survey questions, it would be particularly helpful to understand why that is.

Any other comments not mentioned elsewhere. If this is your final report, we would be particularly interested in a summary of your findings over your term of office.

Run PART THREE of the survey?

- Yes
- No

PART THREE

Awards

Please confirm *

From the evidence available to me, I confirm that the standards set for the awards are appropriate for qualifications at this level

Yes

No

From the evidence available to me, I confirm that the standards of attainment and completion are comparable with similar courses or subjects in other UK Institutions with which I am familiar

Yes

No

From the evidence available to me, I confirm that the processes for assessment, examination and the determination of awards are sound and fairly conducted, in line with university regulations and relevant Professional, Statutory and Regulatory Body requirements

Yes

No

If the answer to any of the questions above is 'no', please provide a brief statement of the respects in which they fall short.

Please indicate the extent to which you agree with the statements below *

The standards of student attainment is equivalent to peers on comparable courses elsewhere

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

The standard of the courses on which awards have been made are appropriate for the awards to which they lead

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Appropriate procedures are in place for operation of the assessment board

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

Matters arising from previous examiner reports were adequately addressed

- Agree
- Neither agree nor disagree
- Disagree
- Not applicable
- Not enough information to say

When commenting, please specify the module code if known, and likewise if the point relates to a partner module please state the academic partner name. This will assist the university in taking any relevant action required.

Please comment on any areas of good practice that would particularly like to highlight.

Please comment on areas that could be improved. If you have given a negative response to any of the survey questions, it would be particularly helpful to understand why that is.

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