

# EXTERNAL EXAMINER'S REPORT



External examiners are asked to complete this form annually (usually at the end of the academic year). Reports should normally be submitted within a month of the final main assessment each session. If you would like to submit an interim report please do so and, should you have a major concern at any time during your term of office, please feel free to write direct to the Head of Quality Assurance & Enhancement or the Vice-Chancellor.

The report form is in three parts. The report will be circulated widely within the University and **will be made available in full to students**. Individual staff and students must therefore not be named in a report. We will use the information that you provide to help us improve the programmes and modules that we offer. Please ensure that you mention delivery of any modules at collaborative partners. You can expect a written response from the School responsible for the subject area(s) that you examine.

**We would prefer to receive your report electronically via e-mail ([Extexam@uel.ac.uk](mailto:Extexam@uel.ac.uk)); if this is not possible please contact the External Examiners Administrator. This form is also available via our web site at:**

<http://www.uel.ac.uk/qa/externalexaminersystem/forms/>

Name of External Examiner		Academic Session	
Home Institution and/or other Professional / Institutional Affiliation			
Title of subject area externally examining at UEL			
Contracted as 'Lead Examiner'?	Yes/No		
If your personal details have changed in the last year (e.g. you are now working for a different employer or you have changed your home/work address) please provide details below. The information will be used to up-date our computerised records.			
Dates of Assessment Board(s) <i>Please give dates and indicate whether you were in attendance.</i>			
.....In Attendance / Not in Attendance*	.....In Attendance / Not in Attendance*		
.....In Attendance / Not in Attendance*		* Please delete as appropriate	
<b>Notification of any change in circumstances</b>			
It is important that you notify UEL of any changes in circumstance that may impact your impartiality as external examiner. <i>Please tick the appropriate box below.</i>			
		<b>Yes</b>	<b>No</b>
Has there been any change to your circumstances that may impact your ability to act impartially as external examiner at UEL? <i>If you have ticked <b>yes</b> please contact the External Examiners' Administrator either by email or telephone (<a href="mailto:extexam@uel.ac.uk">extexam@uel.ac.uk</a> or 020 8223 2011).</i>			

## PART ONE

<b>From the evidence available to you, do you confirm that the standards set within the subject area, (as evidenced by the modules reviewed) are appropriate for qualifications at this level, in this subject?</b>	<b>Yes</b>	<b>No</b>
<b>If the answer is 'no' please provide a brief statement of the respects in which they fall short.</b>		

<b>From the evidence available to you, do you confirm that the marks awarded for student assessments are appropriate and comparable with marks that would have been attained at other institutions with which you are familiar?</b>	<b>Yes</b>	<b>No</b>
<b>If the answer is 'no' please provide a brief statement of the respects in which they fall short.</b>		

<b>From the evidence available to you, do you confirm that the processes for assessment and examination in the determination of credit for modules you have seen are sound and fairly conducted, in line with university regulations and relevant Professional, Statutory and Regulatory Body requirements?</b>	<b>Yes</b>	<b>No</b>
<b>If the answer is 'no' please provide a brief statement of the respects in which they fall short.</b>		

## PART TWO

*The University has a particular interest in the areas described in the section headings. We would also welcome your views on any other matters and space for this (or to extend your comments in any area where you feel insufficient space has been given) is available at the end of the form.*

*If you feel that you would like to raise any serious issue of a sensitive nature direct with the Vice-Chancellor, please feel free to do so. The address is Vice-Chancellor, University of East London, Docklands Campus, 4-6 University Way, London E16 2RD. Please do NOT use this form for this purpose.*

*NB External examiners' reports are circulated widely within our university; they should not therefore identify individuals.*

### **The standards attained by the students**

We are particularly interested in a comparison between our students' performance and that of their peers. We would also like to know about their strengths and weaknesses and the quality of knowledge demonstrated by them. Our interest is not only in subject-specific matters but in general areas such as standards of literacy. We are also concerned about high failure rates if these occur. Please ensure that you mention delivery of modules at all centres of delivery, such as collaborative partners.

### **The standard of the subject area**

We are particularly interested in whether the standards demonstrated by the students on the modules you have examined are appropriate according to subject and level. In reaching a judgement here you may wish to refer to documents within the QAA UK Quality Code for Higher Education / Academic Infrastructure, University regulations governing the standards of awards, professional body accreditation requirements and other relevant information.

### The design and structure of the assessment

Please comment on the appropriateness of the assessment, including the assessment in place at all centres of delivery of the programme. Are the assessment methods appropriate to the learning outcomes? Are all learning outcomes adequately assessed? Are the assessment methods fair?

### The general conduct of the assessment

*Please tick appropriate boxes.*

	Yes	No
1. Did you receive all of the draft assessment tasks (for the modules in your allocation that ran in the current academic year)?		
2. Was the nature and level of the assessment tasks appropriate?		
3. Were suitable arrangements made to consider your comments?		

Please provide further comment on the way that assessment was carried out. Were the arrangements for your approval of papers/examinations work appropriate? Did you have sufficient access to all the material that you needed to make the required judgements? Were appropriate procedures in place for moderation of papers and on operation of the assessment board? If appropriate, were you able to distinguish between students at each centre of delivery? If you ticked 'N' to any of the above questions, please ensure that you provide further detail.

**Marking***Please tick appropriate boxes.*

	<b>Yes</b>	<b>No</b>
1. Did you receive examples of assessment for all modules?		
2. Was the method of selection satisfactory?		
3. Were the assessments marked in such a way as to enable you to understand the reason for the final mark?		

Please provide further comment on the accuracy and consistency of internal marking and on the systems and procedures used for marking overall. In particular, please comment on the implementation of UEL's policy on Second and Anonymous Marking. If you ticked 'N' to any of the above questions, please ensure that you provide further detail. Ensure that you also mention marking and implementation of policy at any collaborative partners where the programme is delivered.

**The subject area or modules**

Record any observations you may have concerning the modules or subject area which have been highlighted by the assessment process.

**Progression decisions**

If progression decisions were made, were these conducted fairly and consistently, in adherence to the regulations?

**Previous reports**

Please indicate whether matters arising from previous reports have been adequately addressed.

**Other comments**

Include here any other reflections that you feel are appropriate and wish to raise.

**Final report**

If this is your final report, please add a brief summary of your findings over your term of office.

## PART THREE

*Part three is only applicable if you are contracted as a Lead Examiner or if you have been in attendance at boards where final awards have been conferred. If you are not a Lead Examiner this section of the report is optional and you may wish to scroll down to p9 which contains information on how to submit your report.*

From the evidence available to you, do you confirm that the standards set for the awards are appropriate for qualifications at this level?	Yes	No
If the answer is 'no' please provide a brief statement of the respects in which they fall short.		

From the evidence available to you, do you confirm that the standards of attainment and completion are comparable with similar programmes or subjects in other UK Institutions with which you are familiar?	Yes	No
If the answer is 'no' please provide a brief statement of the respects in which they fall short.		

From the evidence available to you, do you 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 is 'no' please provide a brief statement of the respects in which they fall short.		

**The standards of attainment and award**

We are particularly interested in a comparison between our students' performance and that of their peers on comparable programmes and whether the standard of the programmes on which awards have been made are appropriate for the awards to which they lead.

**The general conduct of the assessment**

Please comment on the operation of the assessment board. Were appropriate procedures in place for operation of the assessment board?

Record any observations you may have concerning the programmes which have been highlighted by the award process.

**Previous reports**

Please indicate whether matters arising from previous reports have been adequately addressed.

**Other comments**

Include here any other reflections that you feel are appropriate and wish to raise.



Thank you for your contribution to assuring standards and quality at UEL. You should receive an acknowledgement of your report within one week of its receipt by the External Examiners' Administrator.

Please send the completed report form to the External Examiners' Administrator via email [extexam@uel.ac.uk](mailto:extexam@uel.ac.uk).

The External Examiners' Administrator Telephone Number: 020 8223 2011  
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University of East London  
Docklands Campus,  
4-6 University Way  
London  
E16 2RD

<b>FOR OFFICE USE:</b>	<b>Copies sent to:</b>
Date received in QAE:	
Acknowledgement Sent:	
Date read by Head of QAE :	