



External Examiner Report

The University of Wales requires External Examiners to provide a report on the quality and standards of programmes which they have been appointed to oversee. All examining boards must be approved by the University before they are undertaken.

Name of External Examiner and Title	
Name of Collaborative Centre	
Date of Examining Board	
Type of Visit: Examining Board / Skype/ Mid Term Visit/ Resit Board / Final Visit/ Other (please specify)	
Academic Year	
Title of Programme(s) of Study and approx. number of students examined: Pathways:	
Home Institution / other professional / institutional affiliation. If retired please enter last position e.g. Former Lecturer at xxxxx University	
Email address	

External examiner reports should be submitted in typescript within **one month of the date of an examining board**. Examiners should note that the payment of fees and expenses can only be authorised once a satisfactory report has been received by the University.

Please email the completed external examiner report form to: academic.unit@wales.ac.uk

Declaration: By submitting this report electronically, I confirm that I undertook the visit detailed above and the contents of this report are accurate. I also confirm that I performed

my duties in accordance with the guidelines for the University of Wales External Examiner.

Notes on Completing this Form

It is important that external examiner reports are comprehensive and detailed and that the external examiner provides evidence and a clear rationale to support any statements made.

Master's Part One Examining Board

External examiners are reminded that this report form should only be completed for a Master's Part One Examining Board (taught element). Reports on individual dissertations (Part Two) are completed using a separate Result and Report Form. Submission of Reports

Where external examiners attend the last and final examining board, they will need to complete Section 6 of the report.

Please note that this report will be regarded as a public document within the University and form part of the documentation for reviews, QAA auditors and student representatives. Please note that under the Freedom of Information Act, the University might be required to release external examiner reports to individuals upon request. It is therefore important that individuals should not be named or easily identifiable.

1. STANDARDS

1.1 Programme aims and objectives

Are the aims and objectives of the programme still appropriate for the subject area and relevant to the students? **YES / NO**

Please provide a rationale and evidence for your response in the text box below.

1.2 Comparability of standards

Are the standards of student performance in the programme(s) examined comparable with the standards of similar programmes in other UK higher education institutions?

YES / NO

Please provide a rationale and evidence for your response in the text box below.

2. ASSESSMENT

2.1 Design and marking of assessments

Are the methods of assessment, marking and classification of an appropriate standard, given the level of the qualification? **YES / NO**

Please provide a rationale and evidence for your response in the text box below.

2.2 Procedures for assessment and examination

Are you satisfied that marking criteria are applied with consistency, rigour and impartiality, and that internal marking is conducted in an appropriate manner? **YES / NO**
Please provide a rationale and evidence for your response in the text box below.

2.3 Participation in the assessment process

Are you satisfied with the opportunities which you were given to:

(a) approve the assessment material, whether written examinations, coursework assignments or other forms? **YES / NO**

(b) see samples of student work (including performances, oral examinations etc.)?
If not, please provide details. **YES / NO**

Please provide a rationale and evidence for your response in the text box below.

2.4 Conduct of the examining board

Were you satisfied with the arrangements for the conduct of the examining board (module and/or programme)? **YES / NO**

Please provide a rationale and evidence for your response in the text box below.

2.5 Quality of teaching, learning and assessment methods

What does the level of student performance indicate in terms of the quality of teaching, learning and assessment provided by the collaborative centre?

2.6 Administration of the assessment process

Were University of Wales procedures followed, and were the administrative arrangements effective? **YES / NO**

Did you receive copies of all relevant papers, including the programmes of study, regulations, and marking criteria? **YES / NO**

If you have answered NO to any of the above questions, please provide further details.

3 PREVIOUS ISSUES

Are you satisfied that all points noted in your previous report(s) have been addressed appropriately and successfully? **YES / NO**

Please comment below on the appropriateness of the steps taken to address the points that you have raised, and highlight any further action required and /or recommended for action by either the collaborative centre or the University of Wales.

4 ADDITIONAL COMMENTS

4.1 Good practice

Please identify any distinctive or innovative elements of the programme, and any features of good practice.

4.2 Engagement with students

Please provide details of opportunities to meet with students and any matters discussed.

4.3 Action Required

Please identify any items you require the collaborative centre or the University of Wales to take action on. It would be helpful if you could prioritise these requirements.

4.4 Action Recommended

Please identify any items you recommend the collaborative centre or the University of Wales to take action on. It would be helpful if you could prioritise these requirements.

5 FEEDBACK REGARDING THE EXTERNAL EXAMINING PROCESS

Please provide any feedback that you wish to give regarding the external examining processes of the University.

6 END OF TERM OF OFFICE OVERVIEW

If this is the end of your term of office as external examiner, you are asked to provide an overview of the whole of that period. The University is particularly interested in the following points:

- i. whether there is evidence that the quality of provision of programmes for which you have been examiner has been enhanced (or otherwise) during your period of appointment;
- ii. whether you are confident that standards of programmes for which you have been examiner can continue to be secured.

Signed..... Date Submitted.....

University of Wales