**APPENDIX 2: EXTERNAL EXAMINER MODERATION RECOMMENDATION REPORT**

External Examiner Moderation Recommendation Report

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| **Level**  | **Unit title** | **Title of assignment brief or title of examination (if more than one per unit)** | **Moderation sample size**  | **Recommendation and rationale for the adjustment of whole sets of marks to the Unit Board** | **Recommendation and rationale for the adjustment of individual marks to the Programme Board\***  |
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**Notes for completion (these notes are for guidance and should be removed from the form before the Assessment Board when the form has been completed)**

\* An external examiner may exceptionally recommend that an individual student’s mark is adjusted. This will normally require confirmation that each student’s work for that assessment has been reviewed by the external examiner prior to individual marks being changed to ensure that no students would be unfairly advantaged or disadvantaged by the changes (NB In the case of several first markers, a set of assessments marked by the first marker whose marking has raised concern should be reviewed). An external examiner may also recommend that an individual student’s mark is adjusted where a genuine marking error has been detected which has not been rectified before the meeting of the Programme Board.