**EXTERNAL EXAMINER REPORT**



*Guidance on the report process and procedure is available in* [*6N - External Examining: Policy and Procedure*](https://intranetsp.bournemouth.ac.uk/pandptest/6n-external-examining-policy-and-procedure.pdf)*.*

*The form should be returned no later than* ***two weeks after the Assessment Board*** *has taken place. Please send to* [*externalexamining@bournemouth.ac.uk*](mailto:externalexamining@bournemouth.ac.uk)*. Please do not send this report directly to the Faculty or partner where the programme is delivered. Your report will be logged centrally and then forwarded to the appropriate teams.*

*Payment of your annual fee will be made following receipt of your report and your completed expense claim form.*

**CORE DETAILS:** (to be completed by the Faculty prior to being sent to the external examiner)

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| Name of external examiner |  |
| External examiner’s home institution/professional body/organisation |  |
| Award and Programme(s) (Programme titles required in full) for which examiner is responsible |  |
| Professional bodies requiring a copy of this report for accreditation/exemptions purposes (list each PSRB here as appropriate or state n/a if not applicable) |  |
| Faculty in which programme resides |  |
| Place of delivery (if not Bournemouth University)[[1]](#footnote-1) |  |
| Level(s) of programme(s) examined (i.e. Level 4, 5, 6 and 7) |  |
| Units examined |  |
| Date(s) of attendance at Assessment Board |  |

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| 1. External examiners are asked to consider and comment on: |
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| * the achievement of intended learning outcomes; * the appropriateness of methods of assessment in relation to programme/unit aims and * outcomes; * the extent to which assessments offer the appropriate level of stimulation and challenge that encourages students to engage with, and actively commit to, their studies; * the extent to which the design of the programme, curriculum structure and assessments are stretching students to develop independence, knowledge, understanding and skills; * the extent to which assessments encourage students to acquire knowledge, skills and attributes that will enhance employability, professional skills/competences, where appropriate; * the extent to which students’ work demonstrates exposure to and/or involvement in provision at the forefront of scholarship, research and/or professional practice; * the quality of knowledge and skills relevant to industry/professional practice demonstrated by students; * overall performance of students in relation to the requirements of industry/professional practice environments; * whether physical and digital resources are used effectively to aid students learning and the development of independent study and research skills; * overall strengths and weaknesses of the students; * the distribution of marks (between units) and use of the full mark range   In addition, external examiners scrutinising provision with a higher or degree apprenticeship dimension are asked to comment on:   * whether you were appropriately briefed on the specific nature of programme; * are apprenticeship standards clearly outlined within the programme; * student achievement of work based ILOs and competencies; * how the programme meets the relevant academic and apprenticeship standards; * employer and mentor engagement within the programme; * the relationship between knowledge, skills, behaviours and programme ILOs, and how the end point assessment is conducted. |
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*(please type here)*

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| 2. Please comment on the assessment process, for example, you may wish to reflect on: |
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| * The fairness, consistency and clarity of the internal marking process; |
| * the administration of the assessment process, including the size and range of assessment sample made available to you and your access to all the material needed to make a judgment. |

(*please type here*)

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| 3. Any other comments not already noted above. (If this is your final year as an external examiner, please comment on any trends and key issues which are evident from your term of appointment). |

**REPORT SUMMARY: (to be completed by external examiner)**

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| **In my view as an external examiner:** | ***YES*** | ***NO*** | Please comment (max 300 words for each section) |
| 4. The standards set for the award(s) are appropriate for qualifications at this level and in this subject (including [*Part A: Setting and maintaining academic standards*](http://www.qaa.ac.uk/quality-code/the-existing-uk-quality-code/part-a-setting-and-maintaining-academic-standards)*:* ***Chapter A1: UK and European reference points for academic standards*** (October 2013) - incorporates *Framework for Higher Education Qualifications (FHEQ),* *Foundation Degree qualification benchmarks* and *Subject Benchmark Statements*) |  |  |  |
| 5. The standards of student performance are comparable with similar programmes or subjects in other UK institutions with which I am familiar. |  |  |  |
| 6. Assessment and feedback are used effectively to support students’ development, progression and attainment |  |  |  |
| 7. The processes for assessment, examination and the determination of awards are sound and fairly conducted. |  |  |  |
| 8. Material was sent to me in advance of the Assessment Board, and arrived in sufficient time to allow me to fulfil my moderating function. |  |  |  |
| 9. I received a satisfactory response to my previous external examiner report. |  |  |  |

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| Signature or email address |  |
| Date |  |

1. Where a programme is delivered at multiple locations (i.e. delivered to different cohorts at different colleges), a separate report must be completed for each location of delivery. [↑](#footnote-ref-1)