# SUBJECT EXTERNAL EXAMINER Annual Report

**Please ensure that you tick all relevant ‘choice’ boxes (some Questions include more than one)**

|  |  |  |
| --- | --- | --- |
| **External Examiner Name:** | **Examiner’s Institution / Employment base:** | **Academic Period** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

|  |  |
| --- | --- |
| **Name(s) of Programme(s):** | Click or tap here to enter text. |
| **Name of Institute:** |  Choose an item. |
| **Does the provision contain an Apprenticeship?**  | Choose an item. |
| **Does the provision contain QTS? If yes please complete the QTS specific report template.**  | Choose an item. |
| **Does the provision contain collaborative Partners?**  | Choose an item. |
| **Collaborative Partners (if relevant):***(Please ensure that your detailed feedback differentiates**between which partner you are referring to)* | Click or tap here to enter text. |
| **NMC Approved Programmes –**If you are an NMC registrant please provide details as follows:1. Registration date
2. Revalidation date
 | Click or tap to enter a date.Click or tap to enter a date. |

Notes:

* This report will be available to staff and students and receive wide circulation within the University as part of its quality assurance processes. **Please do not refer to staff or students by name.**
* Reports will be edited where the External Examiner has contravened the requirement not to identify individuals, or in very exceptional cases where the External Examiner has included something intended to cause harm to the institution or to bring it into disrepute. Where text is removed from r[eports prior to publication this will be ind](http://www.cumbria.ac.uk/externalexaminers)icated by **< \*\* >** within the body of the report
* There is an opportunity to complete a confidential report to the Deputy Vice Chancellor (Academic) if you find that there are serious issues adversely affecting academic standards or the student experience on the programme(s) within your remit. The report template can be found on the website here [www.cumbria.ac.uk/externalexaminers](http://www.cumbria.ac.uk/externalexaminers)

***Thank you for your continued support and contribution to the University’s quality assurance and enhancement process.***

Please return your report to externalexaminers@cumbria.ac.uk

For undergraduate programmes, by **31st July**

For PGT programmes by **31st October**

**The Annual Fee** is payable on receipt of a claim form (available from [www.cumbria.ac.uk/externalexaminers)](http://www.cumbria.ac.uk/externalexaminers).

**Section 1 - Academic and Professional Standards**

|  |
| --- |
| **Please comment on the academic and professional standards of the Programme:**For any questions you answer no or in part, please elaborate in the comments section  |
| * 1. Do threshold standards meet subject benchmark, FHEQ, and Professional, Statutory and Regulatory Body requirements?
 | Choose an item.  |
| * 1. Do overall academic standards [and professional standards where relevant] demonstrate comparability with other UK providers?
 | Choose an item.  |
| * 1. Does the programme, its structure and its component parts continue to be coherent and generally up-to- date and at an appropriate level to enable students to meet the relevant aims and learning outcomes?
 | Choose an item.  |
| * 1. Does the standard of assessment which you have moderated indicate that students are being appropriately challenged?
 | Choose an item. |
| * 1. Is the quality of teaching, learning and assessment methods satisfactory and allows students to develop relevant skills related to the subject matter including English Language?
 | Choose an item.  |
| * 1. Have you seen evidence of Technical Proficiency in English being embedded in the programmes?
 | Choose an item. |
| **Comments:****Please add comments in relation to the above questions** (where collaborative partnerships are involved, please clarify which delivery your comments apply to):Click or tap here to enter text. |
| **Programme Team response:** Click or tap here to enter text. |

**Section 2 - The Assessment Process**

|  |
| --- |
| **Please comment on the Assessment Process for the Programme:** For any questions where you answer no or in part, please elaborate in the comments section |
| 2.1 Are you satisfied the internal assessment, marking and moderation procedures are comparable with similar programmes in the UK? | Choose an item.  |
| 2.2 Is the design and structure of the assessment methods at both programme and module level were appropriate? |  Choose an item. |
| 2.3 Is there sufficient rigour in the achievement of learning outcomes in professionalplacements / work-based learning / work experience (where relevant)? | Choose an item.  |
| 2.4 Are you satisfied the moderation process is rigorous and there is consistency in marking standards? | Choose an item.  |
| 2.5 Have you seen a range of exam papers / assignments provided for sampling purposes were appropriate, aligning to relevant module and programme learning outcomes? | Choose an item.  |
| 2.6 Are you satisfied that technical proficiency in English is apparent in the conduct of assessment and student feedback?  | Choose an item. |
| **Comments:****Please add comments in relation to any of the above questions** (where collaborative partnerships are involved, please clarify which delivery your comments apply to):Click or tap here to enter text. |
| **Programme Team Response:**Click or tap here to enter text. |

**Section 3 - Organisation and Arrangements**

|  |
| --- |
| **Please comment on the organisation and arrangements for the Programme:**For any questions where you answer no or in part, please elaborate in the comments section |
| 3.1 I am satisfied with the range of external examiner activities undertaken and with my involvement in assessment procedures at module level. |  Choose an item. |
| 3.2 I am satisfied with the appropriateness and timing of information, of student work for moderation and draft examination papers for approval.  |  Choose an item. |
| 3.3 I am satisfied with the on-line induction training designed to familiarise External Examiners with the University’s Regulations/Procedures concerning assessment [newly appointed External Examiners only]. |  Choose an item. |
| 3.4 I am satisfied with the level of support received from my mentor (for EEs new to the role only). |  Choose an item. |
| 3.5 I have had sufficient communication and engagement from the academic team to enable me to undertake my role efficiently. | Choose an item. |
| 3.6 Did you have the opportunity to engage with students this academic year online or in person? | ?Choose an item. |
| **Comments:****Please add comments in relation to the above questions.**(where collaborative partnerships are involved, please clarify which delivery your comments apply to):Click or tap here to enter text. |
| **Programme Team Response:**Click or tap here to enter text.  |

**Section 4 Collaborative Only Questions**

|  |
| --- |
| **Please comment on the organisation and arrangements for the Programme:**For any questions where you answer no or in part, please elaborate in the comments section |
| 4.1 I am satisfied that the standard of the collaborative provision is equivalent to ‘core’ provision. |  Choose an item.  |
| 4.2 I am satisfied with the relationship between the college and University. | Choose an item. |
| 4.3 I am satisfied with the effectiveness of arrangements in place to ensure that the standards of awards are credible and secure, irrespective of where, or how, programmes are delivered, and who delivers them. | Choose an item. |
| **Comments:****Please add any further comments you wish to make**  Click or tap here to enter text. |
| **Programme Team Response:** Click or tap here to enter text. |

**Section 5 - Apprenticeship Questions**

|  |
| --- |
| **Please comment on the organisation and arrangements for the Programme:**For any questions where you answer no or in part, please elaborate in the comments section |
| 5.1 Are you satisfied the apprenticeship aligns to the QAA Characteristic Statement for Apprenticeships? |  Choose an item. |
| 5.2 Have you seen evidence of opportunities for learners to develop Maths and English on the apprenticeship?  |  Choose an item. |
| 5.3 Have you seen evidence of Safeguarding, Prevent and British Values embedded on the programme?  | Choose an item. |
| 5.4 Are you satisfied the apprenticeship programme covers the knowledge, skills and behaviours set out in the standard?  | Choose an item.  |
| 5.5 Have you seen evidence that apprentices are being adequately supported to complete portfolio evidence? | Choose an item. |
| 5.6 For integrated apprenticeships only: Are you satisfied with the arrangements for End Point Assessment?  | Choose an item. |
| 5.7 For integrated apprenticeships only: Do you have any comments or reflections on the EPA arrangements for the programme?Click or tap here to enter text. |
| **Comments:****Please add any further comments you wish to make**(where collaborative partnerships are involved, please clarify which delivery your comments apply to):Click or tap here to enter text. |
| **Programme Team Response:** Click or tap here to enter text. |

**Section 6 - Good Practice**

List areas that you wish to commend as good practice and/or innovative practice relating to teaching, learning and assessment

*(where collaborative partnerships are involved, please clarify which delivery your comments apply to):*

|  |
| --- |
| Click or tap here to enter text. |
| **Programme Team Response:** Click or tap here to enter text. |

**Section 7 - Issues which require Action**

*(where collaborative partnerships are involved, please clarify which delivery your comments apply to):*

|  |
| --- |
| **Issues requiring further action or opportunities for enhancement** |
| 1. Click or tap here to enter text.
 |  Choose an item. |
| **Programme Team Response:** Click or tap here to enter text. |
| 1. Click or tap here to enter text.
 |  Choose an item. |
| **Programme Team Response:** Click or tap here to enter text. |
| 1. Click or tap here to enter text.
 |  Choose an item. |
| **Programme Team Response:** Click or tap here to enter text. |
| 1. Click or tap here to enter text.
 |  Choose an item. |
| **Programme Team Response:** Click or tap here to enter text.  |
| 1. Click or tap here to enter text.
 |   Choose an item. |
| **Programme Team Response:** Click or tap here to enter text.  |

**Section 8 - Issues and Recommendations from Previous Reports**

|  |  |
| --- | --- |
| **Have issues raised in previous reports been appropriately actioned?** |  Choose an item. |
| **Please add any further comments you wish to make**(where collaborative partnerships are involved, please clarify which delivery your comments apply to):Click or tap here to enter text. |
| **Programme Team Response** Click or tap here to enter text. |

**Section 9 - Final Year of Appointment (Please provide text response to the questions)**

*Any questions where you provide no or in part, please elaborate in the comments section*

|  |
| --- |
| Final Year of Appointment (Please provide text response to the questions) |
| 7.1 Has the consistency of standards and student achievement been maintained across cohorts during your period of appointment? | Choose an item. |
| 7.2 Has the programme been enhanced in the 4 years of appointment?  | Choose an item. |
| 7.3 Has there been progressive development and enhancement of the learning, teaching and assessment provision? | Choose an item. |
| 7.4 Is there any way the University could have enhanced your External Examiner Appointment.  | Choose an item. |
| **Comments:****Please add any further comments you wish to make**(where collaborative partnerships are involved, please clarify which delivery your comments apply to):Click or tap here to enter text. |
| **Programme Team Response:** Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Date completed:** | Click or tap to enter a date. |

Once completed please return via email to externalexaminers@cumbria.ac.uk

**ACTION FOR UNIVERSITY PROGRAMME LEADER**

**Collaborative Provision only:**

(For Programmes which include Collaborative Provision the name is also required from the Partner Programme Leader (PPL))

|  |  |
| --- | --- |
| Name (PPL): | Click or tap here to enter text. |
| Role: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

# All University Programmes:

(To be signed by all Programme Leaders / University Programme Leaders in case of Collaborative Provision)

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Role: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

Once this response section has been completed please return this form to: externalexaminers@cumbria.ac.uk