

Consideration of External Examiners' Reports

The University regards External Examiners and their reports as an important and integral part of institutional quality assurance, and a public reference point on quality and standards.

Within two weeks External Examiners are asked to complete our new online annual report form after the main Assessment Board(s) meeting within each academic session of their appointment. Receipt of the report is acknowledged by Academic Development Unit, and triggers payment of the annual fee.

The report will be available for discussion within the University, and may be requested by certain external bodies, including the Quality Assurance Agency, and professional and statutory bodies. It may also be supplied to an incoming external examiner.

In their annual reports, External Examiners are particularly asked to provide commentary and judgements on:

- whether the standards set are appropriate for the University's awards, by reference to published national subject benchmarks (where applicable), national qualifications frameworks, institutional programme specifications and other relevant information;
- the standards of student performance in the programmes or modules assessed, and on the comparability with those of similar level programmes in other UK higher education institutions;
- the extent to which the processes for assessment, examination, and the determination of awards are sound and have been fairly conducted.

Guidance and advice on any aspect of practice and provision, including programme structure and content and assessment strategies, are also welcomed.

Examiners in their final year of appointment are asked to include an overview report on developments in the programme during their term of office.

An additional report, confidential to the Vice-Chancellor, concerning matters of significance and/or sensitivity may be sent if considered appropriate.

All external examiners' reports are read by a member of the Academic Development Unit when they arrive in the University to identify issues as well as areas of good practice or strengths within the programmes, before they are passed to Schools for consideration of the issues and preparation of a response.

External Examiners' reports are used to inform the Annual Programme Evaluation Process

Summary of Responsibilities

Academic Development Unit

- Receives and log External Examiners Reports.
- Processes payments and expenses.
- Identifies issues for response.
- Logs copies of responses to reports.
- Reports on compliance to the procedure and common issues raised across the University.

Programme Director

- Provides responses to issues raised in External Examiners' Reports.

Board of Studies

- Approves responses to External Examiners' reports.
- Annually, consider themes arising from reports received in their school.

Secretary of the Board of Studies

- Writes to the External Examiner with a copy of the response.
- Copies responses to Academic Development Unit