The City University London would like to thank you for taking the time to complete this form, which seeks comments on the following areas:

Section A: Undertaking Your Role  
Section B: Programme Structure and Standards  
Section C: Teaching, Learning and Assessment Practices.

The purpose of the form is to obtain feedback from you to confirm or otherwise the standards of programmes that lead to an award of City University London and to receive further comment on potential ways in which we can further develop the student learning experience. To support us in this, Section C provides a particular opportunity to reflect on practices operated by the programme, including the identification of good practice and areas for development. In addition, we very much encourage reflective comments to be provided in Sections A and B, but also provide Examiners with the opportunity to give a 'yes' answer where they reserve such reflection for later in the report. Where a 'no' answer is provided, Examiners will be required to provide further context to enable us to undertake appropriate action.

You may, should you consider it appropriate, send a separate, additional report confidential to the Vice-Chancellor, concerning matters of significance and/or sensitivity.

Please note you are able to print your completed form after you click on the Submit button, and before you click on the Confirm button.

External Examiner’s website  
http://www.city.ac.uk/about/education/quality-manual/7-external-examining

Please submit your completed annual report within two weeks of the progression/award Assessment Board.

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General Information

Academic session 2016-17

Programme / Module(s)  
Example

School / Validated Institution  
ESCP Europe

Name of External Examiner  
Example

Year of appointment  
1st

Date of assessment board  
1/9/2017

Email  
exexadmin@city.ac.uk

Phone  
Example

Address for correspondence  
Example

Number of dissertations read (NB for payment purposes for applicable masters programmes)  
1

If the programme is delivered in partnership with another institution, please state the name  
Example
Section A - Undertaking your Role

1. **External Examiner Role:** Please provide information about your role with this programme/module(s) over the last year including meetings attended; whether drafts of proposed assessment tasks were sent to you during the setting process at the ‘sit’ and ‘resit’ stages; whether your suggestions were incorporated into the final versions of the assessment tasks and your role in moderation and other aspects of the quality process.

Example

2. Are the range and volume of work supplied adequate for you to carry out your role?
Yes

Example

3. Are communication, documentation and administrative arrangements appropriate?
Yes

Example

4. If you have examined this programme before have your previous comments been received, considered and responded to appropriately by the programme team concerned?
Yes

Example

Section B - Programme Structure and Standards

5. Are the programme structure and curriculum appropriate?
Yes

Example

6. Are the programme aims and learning outcomes satisfactory?
Yes

Example

7. Do the teaching and learning methods enable students to achieve the intended learning outcomes?
Yes

Example

8. Were the standards of student performance in this programme or module appropriate and comparable with those of similar level programmes in other UK institutions with which you are familiar?
Yes

Example

9. Does the programme align with QAA’s subject benchmarks (where applicable); framework for HE qualifications; and the programme specifications?
Yes

Example
10. Learning, Teaching and Assessment processes

Please evaluate the following aspects:

10a. The range, depth and suitability of assessment methods and whether they support students in achieving the intended learning outcomes and enable assessors to evaluate whether these have been achieved?
Example

10b. The appropriateness of the assessment criteria and the way in which they are applied by internal examiners.
Example

10c. The quality of feedback provided to students to support their learning.
Example

10d. The processes for assessment and determination of awards, including the soundness and fairness of the conduct of the Assessment Board.
Example

11. Partnerships - Where the programme you are examining is delivered in partnership between the University and another institution, please provide any additional comments on your examining experience where there has not been an opportunity to do so in earlier parts of the report. This includes whether you have made any visits to the partner institution and confirmation that you are satisfied with the academic standards and quality of the student learning experience for which the University has ultimate responsibility.

12. Work-based learning or work placements - If the programme includes work-based learning or work placements please include comment on appropriateness of these. Where these are assessed, please discuss your involvement in this process and how they have supported student learning.
Example

13. Good Practice and strengths - It would be helpful to the University and programme team if you could provide examples of good practice or strengths that you have observed, for example these could include innovation, diversity, effectiveness or efficiency of assessment methods, quality of feedback provided to students etc.
Example

14. Areas for further development - Please provide clarification if there are any areas that you think require development both in the short and longer term.
Example

15. Final Year - In your final year of appointment, please also provide an overview report on developments in the programme during your term of office as external examiner:
Example

16. Additional observations (not covered elsewhere in the report)
Example
When you are ready to submit your form, please click on the **Submit** button at the bottom of the form, and then the **Confirm** button on the following page.

You are able to print your completed form after you click on the Submit button, and before you click on the Confirm button.

Please note:

- all external examiner annual reports are published on the University’s internal website (after removal of personal details);
- the external examiner’s annual fee will be paid upon receipt of the completed report;
- all forms are available on the external examiner website