



## **EE2 - External Examiner's Annual Report Form (Taught Programmes) Response detail**

### **Academic Session 2019/20**

City, University of 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 on the standards of programmes that lead to an award of City, University of London and to receive further comment on potential ways in which we can further develop the student learning experience.

To support us in this, the report provides you with the opportunity to reflect on and identify good practice you observe and areas for the future development of the programme.

Should you consider it necessary, you may send a separate, confidential report to the President if you wish to raise any matters of significance or sensitivity.

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

### **General Information**

Programme / Module (s)

School / Validated Institution

Name of External Examiner

Year of appointment (e.g. 2019/20)

Please specify what year (e.g. 1<sup>st</sup>)

Email

Tel

Address for correspondence

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

### **Section A - Undertaking your Role**

1. Please provide information about your role with the 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; your role in moderation and other aspects of the quality process.
2. Are the range and volume of work supplied adequate for you to carry out your role? Please provide details.
3. Did you find the communication, documentation and administrative arrangements appropriate? Please provide details.
4. Have your previous comments been received, considered and responded to appropriately by the programme team concerned? Please provide details. (Only applicable to External Examiners not in their first year of appointment)

## **Section B - Programme Structure and Standards**

5. Please comment on the appropriateness of the programme structure and curriculum.
6. Please comment on the appropriateness of the programme aims and learning outcomes.
7. Did you find that the teaching and learning methods enabled students to achieve the intended learning outcomes? How was this evidenced?
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? Please provide details.
9. Does the programme align with QAA's subject benchmarks (where applicable); Framework for HE Qualifications (FHEQ) and the programme specifications?

## **Section C - Teaching, Learning and Assessment**

10. Please evaluate the range, depth and suitability of assessment methods. Could you please comment on whether these support students in achieving the intended learning outcomes and enable assessors to evaluate whether these have been achieved?
11. Please evaluate the appropriateness of the assessment criteria and the way in which they are applied by internal examiners.
12. Please evaluate the quality of feedback provided to students to support their learning.
13. Please evaluate the processes for assessment and determination of awards, including the soundness and fairness of the conduct of the Assessment Board.

14. Please comment on how the Assessment Board mitigated and/ or noted the impact of Covid-19.

15. Partnerships

If 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.

16. Does the programme include work-based learning or work placement?

Yes

No

17. Please include comment on appropriateness of work-based learning or work placements. Where these are assessed, please discuss your involvement in this process and how they have supported student learning. (If yes to Q16)

18. 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.

19. Areas for Further Development

Please provide clarification if there are any areas that you think require development both in the short and longer term.

20. 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. (Only applicable if the EE is in their final year)

21. Please provide any additional observations that have not been covered elsewhere in the report.

Thank you very much for taking the time to complete your Annual Report. This will be forwarded to the School for their review and consideration. They will then reply to you directly, via the School's Board of Studies.

The submission of your report initiates your annual payment. If your report has been received on or before 10th of the month, you will receive your payment on the last working day of the respective month. Reports received after 10th of the month will initiate payment of your fee on the last working day of the subsequent month.

Please note that all external examiner annual reports are published on the University's internal website (after removal of personal details).

If you have any queries, please do e-mail [exexadmin@city.ac.uk](mailto:exexadmin@city.ac.uk).

For general information, please do also visit the External Examiner website.

With thanks and best wishes,  
External Examining Team