Please note that the Annual Report Form is ideally completed using Google Chrome or Firefox browsers.

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 to confirm or otherwise 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, 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 President, concerning matters of significance and/or sensitivity.

Have you ticked the 'Save my progress' and resume later box at the top of this page?

Please ensure that you have completed the 'Save' step at the beginning of this process, in order to store a partially completed report and resume completion of it subsequently.

When completing the responses, please note that you can expand the dialogue box by dragging the bottom right-hand corner of the box, diagonally downwards.

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 2017-18**

**Programme / Module(s)**
MSc Example

**School / Validated Institution**
School of Arts and Social Sciences

**Name of External Examiner**
Example

**Year of appointment**
1st

**Date of assessment board**
1/7/2018

**Email**
example.example@city.ac.uk
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.

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

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

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

Section B - Programme Structure and Standards

5. Are the programme structure and curriculum appropriate?
   Yes

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

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

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

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

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

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

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

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.

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.

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.

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:

16. Additional observations (not covered elsewhere in the report)
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