

External Examiner Report Template (ONLINE)

The following details will continue to be captured via the online reporting process:

- Name(s) of External Examiner(s) contributing to a collaborative or individual report Peter Mertens and Falko Steinbach
- Programme Title and Award
- Collaborative partner and location (if applicable)
- Year of Examination
- Examination (only applicable to BVetMed)
- Date(s) of attendance at the RVC

The online system will capture agreed sign-off by each collaborating external examiner or individual where necessary.

Instructions for completion:

1. For sections 1 - 4 please type your comments in the spaces provided. You are asked to indicate if you expect to receive a response from the College.
2. For section 5, please delete as appropriate (Yes, No or N/A). You are asked to provide additional comments, particularly if you answered 'No'.
3. Names of all students and staff should be omitted from external examiners' reports, to maintain appropriate confidentiality.
4. Unless comments are returned within three weeks of completion of the Exam Board meeting, it may not be possible to act upon these comments in the forthcoming academic year.
5. Please return expense claims with receipts attached by post to the Academic Quality Manager, The Royal Veterinary College, Hawkshead Lane, North Mymms, Hatfield, AL9 7TA.

Thank you!

Please comment on the areas detailed below, highlighting the appropriateness and strengths and/or weaknesses.

1. Programme	External Examiner comments: For Publication	A response from the College is required, if yes, please check the box [✓]	College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)
1.1. Course content	The course content fully reflects the learning objectives	[]	Response: Action (if any) date & name:
1.2. Learning objectives	The learning objectives meet the aims of the course	[]	Response: Action (if any) date & name:
1.3. Teaching methods	The teaching methods are appropriate to enable the students to succeed and support their learning	[]	Response: Action (if any) date & name:
1.4. Resources (in so far as they affected the assessment)	N/A	[]	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the Programme:		[]	Response: Action (if any) date & name:

Please comment on the areas detailed below, highlighting strengths and/or weaknesses.

2. Student performance	External Examiner comments: For Publication	A response from the College is required, if yes, please check the box [✓]	College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)
2.1. Students' performance in relation to those at a similar stage on comparable courses in other institutions, where this is known to you	The student's performance was similar to comparable courses in other institutions	[]	Response: Action (if any) date & name:
2.2. Quality of candidates' knowledge and skills, with particular reference to those at the top, middle or bottom of the range	The candidates at the top clearly demonstrated how the course could be used to succeed.	[]	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the students' performance:		[]	Response: Action (if any) date & name:

Please comment on the areas detailed below, highlighting appropriateness and strengths and/or weaknesses.

3. Assessment Process	External Examiner comments: For Publication	A response from the College is required, if yes, please check the box [✓]	College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)
3.1. Assessment methods (relevance to learning objectives and curriculum)	The assessment methods suitably reflect the diversity of both the topic and the candidates	[]	Response: Action (if any) date & name:
3.2. Extent to which assessment processes are rigorous	The assessment procedure is rigorous with checks applied.	[]	Response: Action (if any) date & name:
3.3. Consistency of the level of assessment with the Framework for Higher Education Qualifications (FHEQ)	The assessment matches the requirements set out by the FHEQ in full	[]	Response: Action (if any) date & name:
3.4. Standard of marking	The standard of marking is high	[]	Response: Action (if any) date & name:
3.5. Opinion on changes to the assessment process from previous years in which you have examined	N/A	[]	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the assessment process:		[]	Response: Action (if any) date & name:

Please comment on the areas detailed below, highlighting strengths and/or weaknesses.

4. Procedures	External Examiner comments: For Publication	A response from the College is required, if yes, please check the box [✓]	College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)
4.1. In your view, are the processes for assessment and the determination of awards sound and fairly conducted? (e.g. Briefing, Exam administration, marking arrangements, Board of Examiners, participation by External examiners)	The assessments are conducted both sound and fairly, providing the external examiners with full insight.	[]	Response: Action (if any) date & name:
4.2. Opinion on changes to the procedures from previous years in which you have examined	N/A	[]	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the procedures:		[]	Response: Action (if any) date & name:

5. General Statements	[YES] [NO] [N/A] check as appropriate	Additional comments, particularly if your answer was no:	A response from the College is required, if yes, please check the box [✓]	College Response: (All responses leading to an action must note an identified timeframe and responsible individual. Please outline the action and a date by which the action will be taken)
5.1. Comments I have made in previous years have been addressed to my satisfaction	[YES]		[]	Response: Action (if any) date & name:
5.2. An acceptable response has been made	[YES]		[]	Response: Action (if any) date & name:
5.3. I approved the papers for the Examination	[YES]		[]	Response: Action (if any) date & name:
5.4. I was able to scrutinise an adequate sample of students' work and marks to enable me to carry out my duties	[YES]		[]	Response: Action (if any) date & name:
5.5. I attended the meeting of the Board of Examiners held to approve the results of the Examination	[YES]		[]	Response: Action (if any) date & name:
5.6. Candidates were considered impartially and fairly	[YES] []		[]	Response: Action (if any) date & name:
5.7. The standards set for the awards are appropriate for qualifications at this level, in this subject	[YES] []		[]	Response: Action (if any) date & name:
5.8. The standards of student performance are comparable with similar programmes or subjects in other UK institutions with which I am familiar	[YES]		[]	Response: Action (if any) date & name:
5.9. I have received enough support to carry out my role	[YES]		[]	Response: Action (if any) date & name:
5.10. I have received sufficient information to carry out my role (where information was insufficient, please give details)	[YES] []		[]	Response: Action (if any) date & name:
5.11. Appropriate procedures and processes have been followed	[YES] []		[]	Response: Action (if any) date & name:
5.12. The processes for assessment and the determination of awards are sound	[YES]		[]	Response: Action (if any) date & name:

If you have identified any areas of good practice, please comment more fully here. We may use information provided in our annual external examining report:

Do you have any suggestions for improvements based on experience at other institutes? We may use information provided in our annual external examining report:

It has been useful to carry out at least the examination of projects in one team allowing for a better comparison of candidates.

External Examiner comments: For College information only (Responses to External Examiners are published on the College's website. Please only use this box to add any comments that you wish to remain confidential, if any)

Thank you for completing this annual report!

All External Examiner reports will be responded to via the following process [<http://www.rvc.ac.uk/Examiners/documents/ExternalExaminerReports.pdf>] and in time for the annual RVC Inset Day on Assessment.