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: Stephen Lister and Carole Brizuela
- Programme Title and Award: MSc ILHP
- Collaborative partner and location (if applicable)
- Year of Examination2012-13
- 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 I have observed so far appears appropriate for the aims and outcomes of the course	**[ ]**	Response: None Required
1.2. Learning objectives	As per my comment above.	**[ ]**	Response: None Required
1.3. Teaching methods	This course is exclusively taught at a distance. In respect of the student achievement seen this year then this would appear to be functioning well. It also fits nicely into providing study opportunities for those who are in the work place.	**[ ]**	Response: None Required
1.4. Resources (in so far as they affected the assessment)	n/a	**[ ]**	Response: None Required
Please provide any additional comments and recommendations regarding the Programme:	None	**[ ]**	Response: None Required

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	Although I cannot directly make performance comparisons in the topic area to other institutions I would definitely concur that these students are working at a very good level 7.	**[ ]**	Response: None Required
2.2. Quality of candidates' knowledge and skills, with particular reference to those at the top, middle or bottom of the range	Most of the students are working towards the top/middle of the range and demonstrate very good/ good knowledge	**[ ]**	Response: None Required
Please provide any additional comments and recommendations regarding the students' performance:	none	**[ ]**	Response: None Required

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)	Assessment methods used were relevant.	**[ ]**	Response: None Required
3.2. Extent to which assessment processes are rigorous	There was evidence of second marking in most of the scripts seen, although I was assured that all answers were second marked. The common grading scheme was used for most of the marking seen.	**[ ]**	Response: None Required
3.3. Consistency of the level of assessment with the Framework for Higher Education Qualifications (FHEQ)	This was well reflected in the marks awarded within the marking scheme.	**[ ]**	Response: None Required
3.4. Standard of marking	There was some variation with the standard of marking in one module (People in the System) all marks awarded sat between 62 – 68% which would suggest that either the marker was not	**[✓]**	Response: The People in the System module was assessed by colleagues in University of Newcastle. We will ensure a training session is held to ensure they are using the RVC marking schemes appropriately. Completion date 15 May 2014. Responsible: John Fishwick

	using the full marking range or that all students were performing the same in the module – which is not reflected in their achievement in other modules.		
3.5. Opinion on changes to the assessment process from previous years in which you have examined	n/a	**[ ]**	Response: None Required
Please provide any additional comments and recommendations regarding the assessment process:	Could all marks awarded please be written on the exam scripts (as well as second marks) as this makes it easier to assess during the few hours available to look at exam scripts. Also a brief report by the first marker on overall performance within the module is useful for non-specialists such as myself.	**[✓]**	Response: We will ask all markers and second markers to ensure they record their marks clearly on the examination scripts. It is RVC policy to ensure all markers make appropriate short comments on the script so that they are available for external examiners and candidates if required. We will make sure this message is reinforced with all examiners. Completion date 15 May 2014. Responsible: John Fishwick

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)	Yes	**[ ]**	Response: None Required
4.2. Opinion on changes to the procedures from previous years in which you have examined	n/a	**[ ]**	Response: None Required
Please provide any additional comments and recommendations regarding the procedures:	In the future it would be useful to have sight of the assignment/ assessment brief with examples of students work to allow a better assessment the students' performance. I also raised the possibility of seeing examples of student assignments during the year rather just at the examiner's meeting.	**[ ]**	Response: No response is required however we can confirm that in future external examiners will be sent copies of the student assignments during the year Completion Date: on-going during academic year 2013-14 Responsible person: Paul Charlesworth as head of Examinations Team.

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~~] [~~NO~~] [N/A]		[ ]	Response: None Required
5.2. An acceptable response has been made	[~~YES~~] [~~NO~~] [N/A]		[ ]	Response: None Required
5.3. I approved the papers for the Examination	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.4. I was able to scrutinise an adequate sample of students' work and marks to enable me to carry out my duties	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.5. I attended the meeting of the Board of Examiners held to approve the results of the Examination	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.6. Candidates were considered impartially and fairly	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.7. The standards set for the awards are appropriate for qualifications at this level, in this subject	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.8. The standards of student performance are comparable with similar programmes or subjects in other UK institutions with which I am familiar	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.9. I have received enough support to carry out my role	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.10. I have received sufficient information to carry out my role (where information was insufficient, please give details)	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.11. Appropriate procedures and processes have been followed	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required
5.12. The processes for assessment and the determination of awards are sound	[YES] [~~NO~~] [~~N/A~~]		[ ]	Response: None Required

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:

No, things appear to be working well.

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.