

## **Instructions for External Examiners submitting Annual Report**

The Royal Veterinary College utilises an online system for submitting External Examiner Reports. This allows External Examiners to view the report that they have submitted and the responses made to them, online for the duration of their appointment. External Examiners are required to submit annual report via a web form on our External Examiner Report System at: <https://exr.rvc.ac.uk/Account/Login.aspx?ReturnUrl=%2f> .

External Examiners can choose to submit individual reports or work collaboratively. In case of Collaborative report, External Examiners need to decide among themselves who will act as a Lead Examiner to enter the final report. This needs to be confirmed with the Exam Officer at the Board of Examiners.

Following Board of Examiners, External Examiners will be emailed a link to the online system, log in details with a short instruction on how to submit the report.\*\*\* Once the collaborative report is entered by the Lead Examiner, Collaborating examiners will be emailed and asked to approve it.

Here are some key facts:

- For **individual report** you will be asked to submit a report **within 2 weeks** from the Exam Board
- For **collaborative report**, the lead examiners will have **1 week to write and submit** the report and collaborating examiner(s) will have **1 week to approve** it. \*\*\*Please note the following - At the approval stage, should one or more collaborating examiners disagree with any of the comments written by the lead examiner, they will be able to comment in a relevant sections of the online report. The lead examiner will be notified of this and will be able to edit the report while taking these comments into consideration. Please note that the system will allow editing the report **only once**. If collaborating examiner(s) continue to disagree(s) with the final report and do not wish to approve it, they will be offered to withdraw from collaboration and asked to submit their individual report.\*\*\*
- 

After the report has been submitted, and approved in case of collaborative report, the External Examiners will receive an email with a claim form for fees and expenses and instructions how to submit it.

Please see below some further instructions with screenshots!

For any queries, please contact Academic Quality Officer Ana Filipovic [afilipovic@rvc.ac.uk](mailto:afilipovic@rvc.ac.uk)

THANK YOU!

## For Collaborative Report:

*Instructions for the Lead Examiner:*

Home page

Personalised Portal – Name of External Examiner will appear here!

Course Name	Course Year	Academic Year	Meeting Date	Role	Status
Combined Degree	1	2014/15	18/05/2014	Lead Examiner	Final review submitted, process completed
Combined Degree	2	2013/14	17/05/2014	Lead Examiner	Please submit first report
Combined Degree	3	2013/14	30/05/2014	Lead Examiner	Please submit first report

If you are acting as External Examiner for more than one course, please select the course you are writing the report for. Otherwise, if you have one course only, click on the title of the course.

Instruction Tab – please pay attention to these, specifically with regards to confidentiality when writing the report!

Instructions for completion:

- 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.
- For section 5, please select as appropriate (Yes, No or N/A). You are asked to provide additional comments, particularly if you answered 'No'.
- Names of all students and staff should be omitted from external examiners' reports, to maintain appropriate confidentiality. Please do not include any text that could identify individual staff/students. (for example, providing a candidate number of a student if they were the only individual undertaking the module/test examination).
- 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.
- 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.

Next

Once you have read the instructions, please click 'Next'. This will take you to

Enter the report! There are 6 different sections of the report form, please navigate through these by using the 'Next' button at the end of each page or simply by clicking on the **tab buttons** in the top row.

**RVC** Royal Veterinary College University of London

## External Examiner Report System

Welcome gellis | [Log Out](#)

Home Administration **1 The Programme** 2 Student performance 3 Assessment Process 4 Assessment Procedures 5 General Statements 6 Completion

Please comment, as appropriate, on the following aspects of the programme:

1.1 Course content

Please check if you require a response from the College. ☐

1.2 Learning objectives, and the extent to which they were met

Please check if you require a response from the College. ☐

1.3 Teaching methods

Please check if you require a response from the College. ☐

1.4 Resources (in so far as they affected the assessment)

Please check if you require a response from the College. ☐

Final page of the report!

RVC Royal Veterinary College University of London

## External Examiner Report System

Welcome gellis | [Log Out](#)

Home Administration

Instructions 1 The Programme 2 Student performance 3 Assessment Process 4 Assessment Procedures 5 General Statements 6 Completion

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:

Please check if you require a response from the College. ☐

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)

Please check if you require a response from the College. ☐

Back Submit

Once you have entered the report, click Submit! You will receive a pop up below!

Pop up when 'Submit' clicked!

Please check if you require a response from the College. ☒

Thank you for submitting your collaborative report as a Lead Examiner. Your report will now be reviewed by other examiners collaborating on this report. If they request any changes to the report you will receive an email asking you to review their comments and make any necessary changes. Otherwise, the report will be forwarded to the Academic Quality Officer and Course Director.

Please click on 'Save' to submit the report.

Save Cancel

Back Submit

Click 'Save' to submit the report!

Personalised Portal – Name of External Examiner will appear here!

## Instructions for the Collaborating Examiner – Review Report - Home Screen

Course Name	Course Year	Academic Year	Meeting Date	Role	Status
Combined Degree	3	2013-14	30/05/2014	Collaborating Examiner	Please submit first review

If you are acting as External Examiner for more than one course, please select the course you are writing the report for. Otherwise, if you have one course only, click on the title of the

Instruction Tab – please pay attention to these, specifically to the first bullet point! Please note that the report can be changed once only following collaborating examiner's comments. If after this, you still do not wish to approve the final report, you will be offered to complete your individual report.

**Instructions for completion:**

- Note: If you wish the Lead Examiner to make any changes or additions to the report please make comments in the space provided against the appropriate section below and these will be passed to the Lead Examiner for consideration. When the lead examiner has made changes resulting from any comments made by examiners collaborating on this report, you will be informed that the amended report is available for further review.
- Names of all students and staff should be omitted from external examiners' reports, to maintain appropriate confidentiality. Please do not include any text that could identify individual staff students. (for example, providing a candidate number of a student if they were the only individual undertaking the module/visit examination).
- 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.
- 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.

[Next](#)

Review Report – First part of report (allowing Collaborating Examiners to enter their comments).

\*There are 6 different sections of the report form, please navigate through these by using the 'Next' button at the end of each page or simply by clicking on the **tab buttons** in the top row

**RVC** Royal Veterinary College University of London

## External Examiner Report System

Welcome sbadger!  
[Log Out](#)

Home | Instructions | **1 The Programme** | 2 Student performance | 3 Assessment Process | 4 Assessment Procedures | 5 General Statements | 6 Completion

Please comment, as appropriate, on the following aspects of the programme:

1.1 Course content

**Lead Examiner's Comments:**

Text for test report - enough to make the report look fairly realistic in terms of the amount of text entered. Second sentence of that text in the test report. A third and final sentence for the paragraph which will hopefully make it a reasonable size.

**Response from college requested:** NO

**Your Comments:**

These are comments made by the collaborating examiner, if for example they would like something changed in the report.

1.2 Learning objectives, and the extent to which they were met

**Lead Examiner's Comments:**

Text for test report - enough to make the report look fairly realistic in terms of the amount of text entered. Second sentence of that text in the test report. A third and final sentence for the paragraph which will hopefully make it a reasonable size.

**Response from college requested:** NO

**Your Comments:**

1.3 Teaching methods



## Review Report – Final part of report!

The screenshot shows the 'External Examiner Report System' interface for the Royal Veterinary College. The header includes the RVC logo and a 'Welcome student! Log Out' link. A navigation bar contains links: Home, Instructions, 1 The Programme, 2 Student performance, 3 Assessment Process, 4 Assessment Procedures, 5 General Statements, and 6 Completion. The main content area has a heading: '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:'. Below this is a text input field with a placeholder: 'Do you have any suggestions for improvements based on experience at other institutes? We may use information provided in our annual external examining report:'. The 'Lead Examiner's Comments' section contains a text area with a placeholder: 'Text for test report - enough to make the report look fairly realistic in terms of the amount of text entered. Second sentence of that text in the test report. A third and final sentence for the paragraph which will hopefully make it a reasonable size.' The 'Response from college requested: YES' is displayed. The 'Your Comments:' section has a large text area. The '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.)' section also has a large text area. At the bottom right, there are 'Back' and 'Submit' buttons.

Once you have reviewed the report, click Submit! You will receive a pop up below!

## Collaborating Examiner – Review Report – Pop up when submit button clicked

The screenshot shows a confirmation pop-up dialog box with a purple border. The text inside reads: 'Thank you for reviewing the Lead Examiner's report. Please select one of the options below to complete your review:'. There are two radio button options: 'I approve the report as entered by the Lead Examiner and I am not requesting any amendments' (selected) and 'I wish to request changes to the report as specified in my comments'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click 'Save' to submit the report!

Personalised Portal – Name of External Examiner will appear here!

## Individual Examiner – Home Page

Course Name	Course Year	Academic Year	Meeting Date	Role	Status
Biological Sciences (Sandwich)	2	2013/14	10/05/2014	Individual Examiner	Report submitted, no action required
Biological Sciences (Sandwich)	3	2013/14	13/05/2014	Individual Examiner	Report submitted, no action required
BSc Bioveterinary Sciences (Sandwich)	4	2013/14	15/05/2014	Individual Examiner	Report submitted, no action required
BSc Bioveterinary Sciences (Sandwich)	5	2013/14	16/05/2014	Individual Examiner	Report submitted, no action required
Accelerated BVetMed	3	2013/14	17/05/2014	Individual Examiner	Please submit report
Combined Degree	1	2014/15	18/05/2014	Individual Examiner	Report submitted, no action required
Combined Degree	2	2013/14	17/05/2014	Individual Examiner	Please submit report

If you are acting as External Examiner for more than one course, please select the course you are writing the report for. Otherwise, if you have one course only, click on the title of the course.

## Instruction Tab – please pay attention to these, specifically with regards to confidentiality when writing the report!

**Instructions for completion:**

- 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.
- For section 5, please select as appropriate (Yes, No or N/A). You are asked to provide additional comments, particularly if you answered 'No'.
- Names of all students and staff should be omitted from external examiners' reports, to maintain appropriate confidentiality. Please do not include any text that could identify individual staff/students (for example, providing a candidate number of a student if they were the only individual undertaking the module/resit examination).
- 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.
- 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.

**Next**

Once you have read the instructions, please click 'Next'. This will take you to



Individual Examiner – write your report! There are 6 different sections of the report form, please navigate through these by using the ‘Next’ button at the end of each page or simply by clicking on the **tab buttons** in the top row

**RVC** Royal Veterinary College University of London

## External Examiner Report System

Welcome shall I  
[Log Out](#)

Home

Instructions | **1 The Programme** | 2 Student performance | 3 Assessment Process | 4 Assessment Procedures | 5 General Statements | 6 Completion

Please comment, as appropriate, on the following aspects of the programme:

1.1 Course content

Please check if you require a response from the College. ☐

1.2 Learning objectives, and the extent to which they were met

Please check if you require a response from the College. ☐

1.3 Teaching methods

Please check if you require a response from the College. ☐

1.4 Resources (in so far as they affected the assessment)

Please check if you require a response from the College. ☐

4.5 Please provide any additional comments and recommendations regarding the Programme

## Individual Examiner – Final Page of Report

**RVC** Royal Veterinary College University of London

Welcome shall I [Log Out](#)

### External Examiner Report System

Home

Instructions | 1 The Programme | 2 Student performance | 3 Assessment Process | 4 Assessment Procedures | 5 General Statements | 6 Completion

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:

lots of text for the individual examiners report to make the report look nice and full. Second sentence of the paragraph which will shortly be followed by a third sentence. This is the third sentence as promised in the second sentence above. One final sentence just to fill it out a bit more.

Please check if you require a response from the College. ☐

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)

lots of text for the individual examiners report to make the report look nice and full. Second sentence of the paragraph which will shortly be followed by a third sentence. This is the third sentence as promised in the second sentence above. One final sentence just to fill it out a bit more.

Please check if you require a response from the College. ☐

[Back](#) [Submit](#)

Once you have entered the report, click Submit! You will receive a pop up below!

## Individual Examiner – pop up when submit button clicked!

Please check if you require a response from the College. ☐

Thank you for submitting your report. It will now be passed to the Academic Quality Officer and Course Director..

Please click on 'Save' to submit the report.

[Save](#) [Cancel](#)

Please check if you require a response from the College. ☐

Click 'Save' to submit the report!