

This is an EXAMPLE report template and should not be used for submission of External Examiner Annual Report. External Examiners submit their annual reports via the [External Examiners Online Report System](#)

1. The programme

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

- 1.1 Course content
- 1.2 Learning objectives, and the extent to which they were met
- 1.3 Teaching methods
- 1.4 Resources (in so far as they affected the assessment)
- 1.5 Please provide any additional comments and recommendations regarding the Programme

2. Student Performance

Please comment, as appropriate, on:

- 2.1 Students' performance in relation to those at a similar stage on comparable courses in other institutions, where this is known to you
- 2.2 Quality of Candidates' knowledge and skills, with particular reference to those at the top, middle or bottom of the range
- 2.3 Please provide any additional comments and recommendations regarding the students' performance

3. Assessment Procedures

Please comment, as appropriate, on:

- 3.1 Assessment methods (relevance to learning objectives and curriculum)
- 3.2 Extent to which assessment procedures are rigorous
- 3.3 Consistency of the level of assessment with the Framework for Higher Education Qualifications (FHEQ)
- 3.4 Standard of marking
- 3.5 In your view, are the procedures 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)
- 3.6 Opinion on changes to the assessment procedures from previous years in which you have examined
- 3.7 Please provide any additional comments and recommendations regarding the procedures

4. General Statements

External Examiners are asked to answer with Yes or No and provide, any additional comments particularly if their answer was No, to the following statements:

- 4.1 Comments I have made in previous years have been addressed to my satisfaction
- 4.2 An acceptable response has been made
- 4.3 I approved the papers for the Examinations
- 4.4 I was able to scrutinise an adequate sample of students' work and marks to enable me to carry out my duties
- 4.5 I attended the meeting of the Board of Examiners held to approve the results of the examinations
- 4.6 Candidates were considered impartially and fairly
- 4.7 The standards set for the awards are appropriate for qualifications at this level, in this subject
- 4.8 The standards of student performance are comparable with similar programmes or subjects in other UK institutions with which I am familiar
- 4.9 I have received enough training and support to carry out my role
- 4.10 I have received sufficient information to carry out my role
- 4.11 Appropriate procedures and processes have been followed
- 4.12 The processes for assessment and the determination of awards are sound

5. 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:

- 5.1 Do you have any suggestions for improvements based on experience at other institutes? We may use information provided in our annual external examining report:
- 5.2 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)