

12.2E

**EXTERNAL EXAMINER REPORT
FORM- ENGLISH**

GUIDELINES FOR COMPLETION

Cardiff Metropolitan University's External Examiner Report Form is aligned with the expectations about external examining and the indicators of sound practice set out in [External Examining Principles](#) and [Advice and Guidance on External Expertise. The Framework for Higher Education Qualifications \(FHEQ\)](#) and [subject benchmark statements](#).

1.2 The Report Form is divided into four sections as follows:

- Section A: Programme Level Review
- Section B: Module Level Review
- Section C: General Information
- Section D: End of Tenure Report

1.3 External Examiners are required to complete each section of the report form, in full, including a definitive judgement and a comment to explain that judgement, unless otherwise stated. In order to help the programme team to move forward, it is particularly important for examiners to provide reasons for selecting 'no' or 'partly' in relation to any of the questions.

1.4 Your report should not name or otherwise identify any students or staff on the programme.

1.5 Payment of fees will be authorised upon receipt of this completed report (or completed reports for collaborative provision) and the associated fees and expenses claim form.

1.6 The report should be completed within **FOUR WEEKS** of the relevant examination board in order to inform the quality assurance processes.

1.7 Please note that if the report is not completed according to University Guidelines, the External Examiner will be contacted, requesting an amended return. Failure to submit an annual report within the stated timescale will have a detrimental effect on the University's quality assurance processes and may constitute grounds for not re-appointing you in a subsequent year/terminating your contract.

CARDIFF METROPOLITAN UNIVERSITY

EXTERNAL EXAMINER ANNUAL REPORT FOR TAUGHT PROGRAMMES (2023/2024)

Examiner and Programme Details

1. Name of External Examiner:	
2. External Examiner's home Institution (or other affiliation):	
3. Programme to which the report refers:	
4. Modules to which the External Examiner has been appointed:	
5. Place of Delivery:	
6. School in which the programme is based:	
7. Programme Director (or equivalent):	
8. Academic year/period to which the report applies:	
9. Level (UG or PG):	
10. Date of first appointment:	
11. Year of tenure (1 st -5 th):	
12. Date(s) of Examination Board(s)	
13. Due date of report submission	

EXTERNAL EXAMINER REPORT FORM

SECTION A: PROGRAMME LEVEL REVIEW

The aim of this section is to allow external examiners to comment upon aspects of the programme design and delivery, overall student achievement and the adherence of the University to its prescribed regulations and procedures. Examiners are encouraged to draw upon the range of evidence available (staff and student feedback, programme and module documentation etc.) in making their judgements.

1. Curriculum

(Section A: Part 1 is to be completed in full by all external examiners.)

A1.1	Please indicate whether you consider that the outcomes of the programme (and/or its component parts) continue to be aligned with the relevant qualification descriptor as set out in the Framework for Higher Education Qualifications (FHEQ) and applicable subject benchmark statements	Yes	No	
A1.2	Do you consider that the programme curriculum remains current, relevant and is organised coherently throughout the levels of study?	Yes	Partly	No
A1.3	Do you consider that the learning and teaching methods are appropriate for the subject, the students and the level(s) of study?	Yes	Partly	No
A1.4	Do you consider that the programme is adequately resourced (e.g. staff, space, library etc.)?	Yes	Partly	No
A1.5	Does the programme produce graduates with the digital skills you would expect to see from programmes of a similar nature? Are these skills appropriate for the career areas graduates will be likely to pursue?	Yes	Partly	No
A1.6	<i>Please provide comment related to the responses provided above: Comments here:</i>			

The following questions relate to strategic drivers for the University. Examiners are requested to consider the following questions based on the available evidence (i.e. programme materials, staff and student feedback) and make comment where relevant.

A1.7	Are you satisfied that the programme curriculum provides appropriate opportunities to develop students' employability skills (e.g. through work-based/placement learning; graduate attributes etc.)?	Yes	Partly	No
A1.8	Does the programme deliver its curricular in a Student-centred manner and develop a working partnership with students?	Yes	Partly	No

A1.9	Does the programme curriculum include examples of research-informed learning and teaching?	Yes	Partly	No
A1.10	<i>Please provide comment related to the responses provided above:</i>			
	<i>Comments here:</i>			

2. Threshold Academic Standards and Student Achievement

(Section A: Part 2 is to be completed where relevant by all external examiners.)

Please respond to each of the questions below drawing on your experience of other institutions and the evidence base available for scrutiny.

A2.1	Are the threshold academic standards for award on the programme comparable with those in other UK higher education institutions of which you have experience?	Yes	No
A2.2	Are the levels of student achievement on the programme comparable with those in other UK higher education institutions of which you have experience?	Yes	No
A2.3	<i>Please provide comment related to the response provided above:</i>		
	<i>Comments here:</i>		

Only for *Examiners where relevant:*

A2.4	Where you have reviewed work across programmes, are the threshold academic standards for award comparable across programmes (within a single subject area)?	Yes	No	N/a
A2.5	Where you have reviewed work across programmes, are the levels of student achievement comparable across programmes (within a single subject area)?	Yes	No	N/a
A2.6	<i>Please provide comment related to the response provided above:</i>			
	<i>Comments here:</i>			

3. University Regulations

(Section A: Part 3 is to be completed in full by all external examiners.)

External examiners are directed to the [Cardiff Met academic handbook](#) and the specific links provided below in order to form a response on adherence to academic regulations.

	Are you satisfied that University's regulations and procedures have been applied fairly and equitably in relation to:			
A3.1	Assessment and feedback processes	Yes	No	N/a
A3.2	Mitigating circumstances	Yes	No	N/a

A3.3	Academic integrity/misconduct (i.e, unfair practice)	Yes	No	N/a
A3.4	Borderline classifications	Yes	No	N/a
A3.5	<i>Please provide comment related to the responses provided above:</i>			
	<i>Comments here:</i>			

4. Partnership Provision

(Section A: Part 4 is only to be completed by external examiners reviewing collaborative partnership provision).

A4.1	If you are reporting on a programme delivered at a collaborative partner, are threshold academic standards comparable with those in programmes delivered on-campus in Cardiff?	Yes	No	N/a
A4.2	If you are reporting on a programme delivered at a collaborative partner, are levels of student achievement comparable with those in programmes delivered on-campus in Cardiff?	Yes	No	N/a
A4.3	If you are reporting on a programme delivered at a collaborative partner with more than one campus, are threshold academic standards comparable across campuses during your period of appointment to date?	Yes	No	N/a
A4.4	If you are reporting on a programme delivered at a collaborative partner with more than one campus, are levels of student achievement comparable across campuses during your period of appointment to date?	Yes	No	N/a
A4.5	<i>Please provide comment related to the response provided above:</i>			
	<i>Comments here:</i>			

5. Professional and Statutory Regulation Body (PSRB)

(Section A: Part 5 is only to be completed by external examiners of programmes with PSRB requirements).

A5.1	Are you satisfied that the programme reflects any relevant Professional and Statutory Regulation Body (PSRB) requirements?	Yes	No	N/a
A5.2	<i>Please provide comment related to the response provided above:</i>			
	<i>Comments here:</i>			

SECTION B: MODULE LEVEL REVIEW

(Section B is to be completed in full by all external examiners, **making clear reference to each module within the commentary section**).

The aim of this section is for examiners to provide a commentary related to the assessment design, marking processes and student achievement of the modules to which they are allocated.

1. Assessment Design

(Section B: Part 1 is to be completed in full by all external examiners.)

Do you consider that the assessments within the allocated modules are appropriate for:				
B1.1	The subject?	Yes	Partly	No
B1.2	The students?	Yes	Partly	No
B1.3	The level of study?	Yes	Partly	No
B1.4	The intended learning outcomes?	Yes	Partly	No
B1.5	Do you consider that the assessment criteria and marking schemes are set at the right level?	Yes	Partly	No
B1.6	Making reference to specific modules , please provide comment related to the responses provided above:			
	Comments here:			

2. Assessment Process

(Section B: Part 2 is to be completed in full by all external examiners.)

B2.1	Do you consider that internal marking is fair, reliable and thorough (including calibration, application of marking criteria, and second marking/ internal moderation processes)?	Yes	Partly	No
B2.2	Do you consider that written assessment feedback was related to the assessment/ module outcomes as well as being sufficiently detailed and useful (i.e. in the light of the feedback would students be likely to know what to do in order to make improvements to their work?)	Yes	Partly	No
B2.3	Making reference to specific modules , please provide comment related to the responses provided above:			
	Comments here:			

3. Assessment Thresholds and Student Achievement

(Section B: Part 3 is to be completed in full by all external examiners.)

B3.1	Are the levels of student achievement comparable across modules of the same level throughout the programme?	Yes	No
B3.2	Are the threshold academic standards comparable across modules of the same level throughout the programme?	Yes	No
B3.3	Making reference to specific modules , please provide comment related to the response provided above:		
	<i>Comments here:</i>		

4. Quality Enhancement

(Section B: Part 4 is to be completed in full by all external examiners.)

B4.1	<p>Making reference to specific modules where relevant, please identify and comment on areas of good practice and/or innovation relating to learning, teaching and assessment.</p> <p>Please consider at least one of the following categories when identifying areas of good practice:</p> <ul style="list-style-type: none"> • Teaching and Assessment Practices • Curriculum Design • Employability • Research Informed Teaching • Student Centred Partnership • Resourcing 		
	<i>Comments here:</i>		
B4.2	<p>Making reference to specific modules where relevant, please recommend any actions you would recommend to enhance the quality of provision and the learning opportunities provided to students.</p> <p>Please consider at least one of the following categories when identifying areas for enhancement:</p> <ul style="list-style-type: none"> • Teaching and Assessment Practices • Curriculum Design • Employability • Research Informed Teaching • Student Centred Partnership • Resourcing 		
	<i>Comments here:</i>		

SECTION C: GENERAL INFORMATION

(Section C is to be completed in full by all external examiners.)

The aim of this section to enable examiner to provide commentary related to administrative processes and arrangements associated with the role.

C1	Were you provided with adequate guidance as to your role, duties and responsibilities?	Yes	No	
C2	Did you receive sufficient documentation relating to the programme and modules that you were required to review? (e.g. programme/module handbooks; assessment information; programme specification, module report forms)	Yes	No	
C3	Were the arrangements for you to comment on draft examination papers and/or assignment questions appropriate?	Yes	No	
C4	Was sufficient assessed work made available to you to enable you to have confidence in your judgements on the quality of students' work?	Yes	No	
C5	Did you have access to student module evaluation data? (via module summary forms)	Yes	No	
C6	Have you had the opportunity to meet with students?	Yes	No	
C7	Were the administrative arrangements satisfactory?	Yes	No	
C8	Were you provided with copies of previous relevant external examiner reports and the response of the programme director to these (only applicable in year 1 of tenure)?	Yes	No	N/a
C9	Did you receive a response from the programme director demonstrating consideration of the recommendations in your previous report (only applicable in 2 nd -5 th year of tenure)?	Yes	No	N/a
C10	Were you able to attend the examination board?	Yes	No	
C11	Was the examination board conducted in line with university regulations ?	Yes	No	
C12	Were you satisfied with the recommendations made at the examination board?	Yes	No	
C13	<i>Please provide comment related to the responses provided above:</i>			
	<i>Comments here:</i>			

SECTION D: END OF TENURE REPORT

(Section D is only to be completed by external examiners at the end of their tenure).

D1	If you are at the end of your tenure as External Examiner, please provide an overview of the development of the programme during your term of office. This overview will be of value to the University, the programme team and to the incoming External Examiner. <i>Please include commentary regarding academic standards and student achievement across cohorts during the examiner's period of appointment.</i>
	<i>Comments here:</i>

Thank-you very much indeed for your contribution to the maintenance and enhancement of quality and standards in the programme with which you are associated.

If you have any questions regarding the completion of this report please contact:

Quality Enhancement Directorate

qed@cardiffmet.ac.uk

Programme Team Response to External Examiner Report – 2023/2024

*For Home Programmes: responses must be completed and submitted for consideration at the next Learning and Teaching Committee or via a Deputy Dean Chair's Approval.
For Collaborative Programmes: Completed responses to be emailed directly to qed@cardiffmet.ac.uk in order to facilitate the approval process.*

1. Name of External Examiner:	
2. Programme to which the report refers:	
3. Modules to which the External Examiner has been appointed:	
4. School in which the programme is based:	
5. Programme Director (or equivalent):	
6. Date(s) of Examination Board(s):	
7. Date of report submission from External Examiner:	
8. Due date of Programme Team Response:	

Module / Area of Programme	Recommendations for improvement	Action	Staff Responsible	Deadline for Action to be completed

Module / Area of Programme	Area of good practice / innovation	Opportunities for dissemination of good practice

Signatures:

Programme Director:		Date:	
Deputy Dean:		Date:	