

**CHIEF EXTERNAL EXAMINER Annual Report** Choose an item.reporting period)

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| **Name of Chief External Examiner:** |  |
| **Examiner’s Institution / Employment base:** |  |

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| **Programme(s) examined:** |  |
| **Institute:** |  |

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| **Assessment Boards attended**  (please list all Quality Enhancement Boards attended): |  |

Notes:

* The fully completed report must be returned to Quality and Standards, University of Cumbria by email ([externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)) within **6 weeks of the Assessment Board** and no later than **31st July.**
* The annual fee is paid on receipt of a claim form (available from [www.cumbria.ac.uk/externalexaminers](http://www.cumbria.ac.uk/externalexaminers)). Payment of fees will be conditional upon completion of this report.

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| **For internal use only:** | |
| Date received in Quality and Standards: |  |
| Report circulated to: | Deputy Academic Registrar (Q&S)  Quality Assurance Administrator, (Q&S)  UAB Chairs  Head of SAAS  Awards, Assessment & Compliance Manager, SAAS |

The Deputy Academic Registrar has responsibility for sending a written response to the Chief External Examiner.

***Thank you for your continued support and contribution to the University’s quality assurance and enhancement process.***

**Section 1 – Consistency across multi-mode, multi-location programme(s)**

Chief Examiners are asked to comment in the box below on:

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| 1. *Are the programme learning outcomes consistent across all variations?* 2. *Do the examinations and other forms of assessment assess all the learning outcomes of the programme in all its variants and are the most appropriate forms of assessment used?* 3. *Have there been any differences in structure and curriculum across the various versions of the programme? (You should have been made aware of any differences by the Institute).* 4. *The effectiveness of arrangements in place to ensure that the standards of its awards are credible and secure, irrespective of where, or how, programmes are delivered, and who delivers them* |
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**Section 2 – Review of a sample of student work**

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| 1. *Please comment on the quality of teaching, learning and assessment methods across the different versions of the programme, as manifested in the sample of examination scripts, dissertations, portfolios etc.* 2. *Please comment on the quality of students’ work across the different versions and, where possible, compared with previous years.* 3. *Please comment on the level of achievement across the different versions and, where possible, compared with previous years.* |
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**Section 3 – Assessment and moderation processes**

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| 1. *Please comment on the assessment process and the schemes for marking and classification; the extent to which assessment processes are rigorous; and the equity of treatment of students across different versions.* 2. *Please comment on the implementation and effectiveness of the Institute’s moderation procedures.* |
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**Section 4 – Induction and administration process**

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| *1.* ***New Chief EEs only****: Did you receive a formal induction by the Institute/Team before undertaking your duties?*  *2. Was the administration process (including access to a sample of student work, provision of minutes of*  *assessment boards, access to External Examiner reports), satisfactory?* |
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**Section 5 – Assessment Boards**

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| *1. Please note the dates of which assessment boards you attended.*   1. *Please comment on the administration and organisation of the assessment boards, including timescales*   *regarding documentation provided to you.*   1. *Did the assessment board provide a satisfactory opportunity for your input?* 2. *Please comment on your review of the minutes of the assessment board(s) and any related documentation.* |
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**Section 6 – External Examiners within the wider programme team**

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| *1. Please comment on the effectiveness of the team of External Examiners.*  *2. Please provide a summary of the key comments and recommendations of the External Examiners.* |
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**Section 7 – Good Practice**

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| *Please identify any area of good practice below:* |

**Section 8 – Additional comments and/or further recommendations for action**

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| *Please use this section to report any further comments you have that are not detailed elsewhere within the report:* |

Signed:

Name [please print]:

Date:

Once completed, please return by email to: [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)

Section 9 – Response from Programme Leader

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| *1. Please provide a response to the Chief External Examiner’s comments set out in section 8 of this report.* |
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**Confidential Report (if appropriate) to the Vice Chancellor**

PLEASE only use this section of the report if you have serious concerns (eg about aspects relating to academic standards or the quality of the student experience).

Please note that this report will be separated from the main report and actioned by the Vice Chancellor as appropriate.

Name of Chief Examiner:

Title:

Date of Assessment Board:

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|  |

Signed:

Name (please print):

Date:

Once completed, please return by email to: [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)