# SUBJECT EXTERNAL EXAMINER Annual Report

**Please ensure that you tick all relevant ‘choice’ boxes (some Questions include more than one)**

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| **External Examiner Name:** | **Examiner’s Institution / Employment base:** | **Academic Period** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

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| **Name(s) of Programme(s):** | Click or tap here to enter text. |
| **Name of Institute:** | Choose an item. |
| **Does the provision contain collaborative Partners?** | Choose an item. |
| **Collaborative Partners (if relevant):**  *(Please ensure that your detailed feedback differentiates*  *between which partner you are referring to)* | Click or tap here to enter text. |

Notes:

* This report will be available to staff and students and receive wide circulation within the University as part of its quality assurance processes. **Please do not refer to staff or students by name.**
* Reports will be edited where the External Examiner has contravened the requirement not to identify individuals, or in very exceptional cases where the External Examiner has included something intended to cause harm to the institution or to bring it into disrepute. Where text is removed from r[eports prior to publication this will be ind](http://www.cumbria.ac.uk/externalexaminers)icated by **< \*\* >** within the body of the report
* There is an opportunity to complete a confidential report to the Deputy Vice Chancellor (Academic) if you find that there are serious issues adversely affecting academic standards or the student experience on the programme(s) within your remit. The report template can be found on the website here [www.cumbria.ac.uk/externalexaminers](http://www.cumbria.ac.uk/externalexaminers)

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

Please return your report to [externalexaminers@cumbria.ac.uk](mailto:externalexaminers@cumbria.ac.uk)

For undergraduate programmes, by **31st July**

For PGT programmes by **31st October**

**The Annual Fee** is payable on receipt of a claim form (available from [www.cumbria.ac.uk/externalexaminers)](http://www.cumbria.ac.uk/externalexaminers).

**Section 1 - Academic and Professional Standards**

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| **Please comment on the academic and professional standards of the Programme:**  For any questions you answer no or in part, please elaborate in the comments section | |
| * 1. Do threshold standards meet subject benchmark, FHEQ, and Professional, Statutory and Regulatory Body requirements? | Choose an item. |
| * 1. Do overall academic standards [and professional standards where relevant] demonstrate comparability with other UK providers? | Choose an item. |
| * 1. Does the programme, its structure and its component parts continue to be coherent and generally up-to- date and at an appropriate level to enable students to meet the relevant aims and learning outcomes? | Choose an item. |
| * 1. Does the standard of assessment which you have moderated indicate that students are being appropriately challenged? | Choose an item. |
| * 1. Is the quality of teaching, learning and assessment methods satisfactory and allows students to develop relevant skills related to the subject matter including English Language | Choose an item. |
| **Comments:**  **Please add comments in relation to the above questions**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to):  Click or tap here to enter text. | |
| **Programme Team response:**  Click or tap here to enter text. | |

**Section 2 - The Assessment Process**

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| **Please comment on the Assessment Process for the Programme:**  For any questions where you answer no or in part, please elaborate in the comments section | |
| 2.1 The internal assessment, marking and moderation procedures are comparable with similar programmes in the UK. | Choose an item. |
| 2.2 The design and structure of the assessment methods at both programme and module level were appropriate. | Choose an item. |
| 2.3 There was sufficient rigour in the achievement of learning outcomes in professional  placements / work-based learning / work experience (where relevant). | Choose an item. |
| 2.4 The moderation process is rigorous and there is consistency in marking standards. | Choose an item. |
| 2.5 The range of exam papers / assignments provided for sampling purposes were appropriate, aligning to relevant module and programme learning outcomes. | Choose an item. |
| **Comments:**  **Please add comments in relation to any of the above questions**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to):  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

**Section 3 - Organisation and Arrangements**

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| **Please comment on the organisation and arrangements for the Programme:**  For any questions where you answer no or in part, please elaborate in the comments section | |
| 3.1 I am satisfied with the range of external examiner activities undertaken and with my involvement in assessment procedures at module level. | Choose an item. |
| 3.2 I am satisfied with the appropriateness and timing of information, of student work for moderation and draft examination papers for approval. | Choose an item. |
| 3.3 I am satisfied with the on-line induction training designed to familiarise External Examiners with the University’s Regulations/Procedures concerning assessment [newly  appointed External Examiners only] | Choose an item. |
| 3.4 I am satisfied with the level of support received from my mentor (for EEs new to the role only) | Choose an item. |
| 3.5 I have had sufficient communication and engagement from the academic team to enable me to undertake my role efficiently. | Choose an item. |
| 3.6 Did you have the opportunity to engage with students this academic year online or in person | Choose an item. |
| **Comments:**  **Please add comments in relation to the above questions.**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to):  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

**Section 4 Collaborative Only**

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| **Please comment on the organisation and arrangements for the Programme:**  **For any questions where you answer no or in part, please elaborate in the comments section** | |
| 4.1 I am satisfied that the standard of the collaborative provision is equivalent to ‘core’ provision | Choose an item. |
| 4.2 I am satisfied with the relationship between the college and University | Choose an item. |
| 4.3 I am satisfied with the effectiveness of arrangements in place to ensure that the standards of awards are credible and secure, irrespective of where, or how, programmes are  delivered, and who delivers them. | Choose an item. |
| **Comments:**  **Please add any further comments you wish to make**  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

**Section 5 - Apprenticeship Only**

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| **Please comment on the organisation and arrangements for the Programme:**  For any questions where you answer no or in part, please elaborate in the comments section | |
| 5.1 The Apprenticeship is aligned to the QAA Characteristic Statement for Apprenticeships | Choose an item. |
| 5.2 The Apprenticeship programme is designed to provide students with opportunities for learners to develop Maths and English. | Choose an item. |
| 5.3 There is evidence that Safeguarding, Prevent and British Values are embedded within the programme | Choose an item. |
| 5.4 The apprenticeship programme covers the knowledge, skills and behaviours set out in the standard. | Choose an item. |
| 5.5 There is evidence that apprentices are being adequately supported to complete portfolio evidence. | Choose an item. |
| **Comments:**  **Please add any further comments you wish to make**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to):  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

**Section 6 - Good Practice**

List areas that you wish to commend as good practice and/or innovative practice relating to teaching, learning and assessment

*(where collaborative partnerships are involved, please clarify which delivery your comments apply to):*

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| Click or tap here to enter text. |
| **Programme Team Response:**  Click or tap here to enter text. |

**QTS Programmes Only**

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| **Section 7 - Curriculum Design**  For any questions where you answer no or in part, please elaborate in the comments section | |
| 7.1 Are you satisfied that the curriculum is ambitious and well sequenced? | Choose an item. |
| 7.2 Are you satisfied that the curriculum is purposefully integrated across school and centre-based learning?  Please provide an example of when you have observed this. This could come from discussions with students and mentors, observations, placement paperwork etc.  Click or tap here to enter text. | Choose an item. |
| * 1. -- Please provide evidence of impact our training in the below areas, as appropriate:   SEND, inclusion behaviour, EAL, early reading/phonics, safeguarding  Please provide an evidence of when you have observed this. This could come from discussions with students and mentors, observations, placement paperwork etc.  Click or tap here to enter text. | |
| * 1. Are you satisfied with the quality and application of the trainee’s subject knowledge, relevant to the appropriate age phase. | Choose an item. |
| **Comments:**  **Please add any further comments you wish to make**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to)  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

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| **Section 8 - School based training**  For any questions where you answer no or in part, please elaborate in the comments section | |
| 8.1 Are you assured that the mentors you have worked with, have a clear understanding of the curriculum, and their role in its delivery. | Choose an item. |
| Please provide an example of when a mentor has had this understanding:  Choose an item. | |
| 8.2 Are you satisfied with the Mentor’s understanding of the assessment and moderation processes. | Choose an item. |
| Please provide an example of when a mentor has had this understanding:  Choose an item. | |
| 8.5 - Do the trainees have quality targets set for them, to ensure that they make progress through the curriculum.  8.6 - Are there clear examples of subject specific targets?  8.7 - What impact have these targets had on the progress of trainees? | Choose an item.  Choose an item.  Choose an item. |
| 8.8 - Are you satisfied with the robustness and accuracy of the assessment and moderation processes for QTS | Choose an item. |
| **Comments:**  **Please comment on the questions above to help the programme team understand what is working well.**  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

**Section 9 - Good Practice**

List areas that you wish to commend as good practice and/or innovative practice relating to teaching, learning and assessment.

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| Click or tap here to enter text. |
| **Programme Team Response:**  Click or tap here to enter text. |

**Section 10 - Issues which require Action**

*(where collaborative partnerships are involved, please clarify which delivery your comments apply to):*

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| **Issues requiring further action or opportunities for enhancement** | |
| 1. Click or tap here to enter text. | Choose an item. |
| **Programme Team Response:** Click or tap here to enter text. | |
| 1. Click or tap here to enter text. | Choose an item. |
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| **Programme Team Response:** Click or tap here to enter text. | |

**Section 11- Issues and Recommendations from Previous Reports**

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| **Have issues raised in previous reports been appropriately actioned?** | Choose an item. |
| **Please add any further comments you wish to make**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to):  Click or tap here to enter text. | | |
| **Programme Team Response:**  Click or tap here to enter text. | | |

**Section 12 - Final Year of Appointment (Please provide text response to the questions)**

*Any questions where you provide no or in part, please elaborate in the comments section*

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| 12.1 Has the consistency of standards and student achievement been maintained across cohorts during your period of appointment? | Choose an item. |
| 12.2 How has the programme been enhanced in the 4 years of appointment? | Choose an item. |
| 12.3 Has there been progressive development and enhancement of the learning, teaching and assessment provision? | Choose an item. |
| 12.4 Is there anyway the University could have enhanced your External Examiner Appointment. | Choose an item. |
| **Comments:**  **Please add any further comments you wish to make**  (where collaborative partnerships are involved, please clarify which delivery your comments apply to):  Click or tap here to enter text. | |
| **Programme Team Response:**  Click or tap here to enter text. | |

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| **Date completed:** | Click or tap to enter a date. |

Once completed please return via email to externalexaminers@cumbria.ac.uk

**ACTION FOR UNIVERSITY PROGRAMME LEADER**

**Collaborative Provision only:**

(For Programmes which include Collaborative Provision the name is also required from the Partner Programme Leader (PPL))

|  |  |
| --- | --- |
| Name (PPL): | Click or tap here to enter text. |
| Role: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

# All University Programmes:

(To be signed by all Programme Leaders / University Programme Leaders in case of Collaborative Provision)

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Role: | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |

Once this response section has been completed please return this form to: externalexaminers@cumbria.ac.uk