

UNIVERSITY OF WARWICK

External Examiners Report

To the Vice-Chancellor, University of Warwick, Coventry CV4 8UW

Name: _____

Date of Examiners' Board: _____

Degree(s) Examined: _____

Number of Candidates Examined _____

External Examiners for undergraduate degrees are required to submit an annual written report and are required to make a more detailed written report at the end of their period of office.

The Report will remain confidential to the University. It is sent to the University's Vice-Chancellor for the purposes of circulation to the Department concerned for a formal response and consideration by the University's Board of Undergraduate Studies which is responsible for undergraduate examinations matters. It will also be copied to the Chairs of the Boards of Examiners and will be made available on request to an incoming External Examiner. In line with Warwick's normal quality assurance and enhancement policies and processes the report will be discussed at a departmental meeting (or equivalent) at which student representatives may be present. Copies may also be provided to external bodies which request them and which have a legitimate concern (e.g. professional accreditation bodies), unless you indicate that you do not wish this to be done. We cannot guarantee that the contents of your report would not be released if requested under the Freedom of Information Act. However, the University will not release your name or any other personal details about you to third parties without your explicit consent. External Examiners may, if they wish, submit a further report in confidence to the Vice-Chancellor for the Senate, on any matter relating to the degree or its examinations.

The External Examiner for part-time and 2+2 courses should take account of the fact that the main function of that role is to monitor correct and equitable application of the procedures for assessments and examinations of part-time and 2+2 courses and of the collaborative arrangements, where relevant. Reports provided should take account of comments on standards expressed by subject-based external examiners, but it is not expected that the External Examiner for part-time and 2+2 courses should make judgements on standards in subjects which do not fall within his/her professional expertise.

Reports should be submitted electronically as Microsoft Word files to Jo Latimer, Examinations Office, University of Warwick, e-mail J.Latimer@warwick.ac.uk for publication purposes, and if for any reason it proves impossible to submit electronically, a hard copy, with ink signature, sent to Jo Latimer in the Academic Office, University House, University of Warwick, Coventry, CV4 8UW. This form is available online and may be downloaded from <http://go.warwick.ac.uk/externalexaminer/>

Comment is requested as appropriate on the matters itemised below which are derived from the guidelines in the QAA Code of Practice on External Examining (2000). **Comments on individual students should not be included unless there were exceptional circumstances and, if necessary, should be anonymised.** If it is necessary to identify an individual candidate in your report, please note that under the Data Protection Act 1998 such comments are liable to disclosure to the data subject (i.e. the candidate) upon his/her request.

The External Examiner for part-time and 2+2 courses should take account of the fact that the main function of that role is to monitor correct and equitable application of the procedures for assessments and examinations of part-time and 2+2 courses and of the collaborative arrangements, where relevant.

Reports provided should take account of comments on standards expressed by subject-based external examiners, but it is not expected that the External Examiner for part-time and 2+2 courses should make judgements on standards in subjects which do not fall within his/her professional expertise.

- 1a The standards demonstrated by the students (as evidenced in work which falls within the examiner's subject expertise and which has not been subject to previous scrutiny by a subject-based external examiner):**

- 1b The standards demonstrated by the students (as evidenced from comments on students' work which was subject to consideration by examiners in other subject areas):**

- 2 The extent to which expectations are appropriate for the award or award element under consideration:**

3 The design, structure and marking of assessments:

4 The procedures for assessments and examinations of part-time and 2+2 courses:

5 Whether or not External Examiners have had sufficient access to, and the power to call upon, any material needed to make the required judgements:

6 Where possible, students' performance in relation to their peers on comparable courses:

7 The coherence of the policies and procedures relating to External Examiners and their consonance with the explicit roles required of them:

8 The curriculum, its aims, content and development:

9 Resources as they impact upon student performance in assessments:

10 The basis and rationale for any comparisons of standards made:

11 The strengths and weaknesses of the students as a cohort:

12 The quality of teaching and learning methods which may be indicated by student performance:

13 The functioning of the collaboration between the University and partner institution(s) (for collaborative courses only)

14 Any recommendations you may have:

Signed: _____ Date: _____

(Please attach your expenses claim form.)