# External Examiner Report – Attendance at additional Programme Boards

## Purpose of the report

**Please read this section before writing your report**

This report template should be used in circumstances where an external examiner has attended additional programme assessment boards.

There is no requirement that individual reports be completed for additional Boards however, a report may be requested by the programme team.

Alternatively, an External Examiner may use this template to report on specific issues that the programme team, or University need to be made aware of.

External Examiners’ reports are the property of the University. The University will circulate reports as it sees fit, in accordance with legislative requirements. External Examiner reports are public documents, and are seen by students at Programme Voice Group meetings. **Please do not reference individual students and members of staff by name**.

Under the Freedom of Information Act, the University will provide copies of External Examiners’ reports to third parties who have made a lawful request. Reports will normally retain External Examiners’ names. The University will consider any reasonable request from External Examiners to anonymise their reports. Such a request should be made in writing and submitted with the report.

Full details of the procedures, and the use of the reports is outlined in [LQEH section 4](https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook/lqe-handbook-section-4).

**External Examiner Report – Additional Programme Assessment Boards**

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| --- | --- |
| **External Examiner name** |  |
| **Academic Year (period covered by report)** |  |
| **Date report submitted to** [**Externalexaminer@mdx.ac.uk**](mailto:Externalexaminer@mdx.ac.uk) |  |

|  |  |
| --- | --- |
| **Programme(s) reviewed** |  |
| **Module(s) moderated** |  |
| **Name of Programme Leader/**  **Module Leader** |  |
| **Date(s) of programme assessment board(s) attended** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Programmes/module delivery arrangements – tick all that are applicable** | **Apprenticeship** |  | |
| **Hendon Campus** |  | |
| **Dubai Campus** |  | |
| **Mauritius campus** |  | |
| **Collaborative partner:** | **Yes/**  **No** | **Partner(s) name** |
| **Joint** |  |  |
| **Franchise** |  |  |
| **Validated** |  |  |

**Comments for Consideration**

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| **Please provide comments on any of the following, specifically any areas which the University or programme teams need to be made aware of. (Not all areas need to be covered)** |
| *Please highlight any areas for consideration under the following;*   * *The extent to which standards of the award are appropriate* * *Student performance and/or achievement, including equivalency to other UK institutions* * *Programme/subject design and content* * *Assessment* * *Programme Assessment Board operation* * *Role of the External Examiner* * *Collaborative information* * *Recommendations* * *Good practice* * *Actions* |