# Chief External Examiner’s annual report template

## Purpose of the External Examiner’s report

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

External Examiner reports are an integral part of the University’s quality monitoring and enhancement process and play an important role in the programme review cycle. External Examiners are required to submit annual written reports.

Reports should be submitted within **four weeks** following the final Programme Assessment Board and should not be delayed until re-sit boards have taken place.

The Chief External Examiner’s report should focus on the standards of moderation undertaken by the local External Examiner(s) in respect of the:

* appropriateness, effectiveness and consistency of the internal assessment processes;
* appropriateness and effectiveness of the relevant assessment regulations;
* procedures in respect of qualifications; and
* the appropriateness of the standards against which the qualifications have been made.

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.

**Submission of the report**

Please submit your report via email to the following email address:

externalexaminer@mdx.ac.uk

Your CEE annual fee will be processed once we receive a copy of your chief external examiner’s annual report.

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## Chief External Examiner Report

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| --- | --- |
| **Chief External Examiner Name** |  |
| **Academic Year** |  |
| **Date report submitted to** **Externalexaminer@mdx.ac.uk** |  |
| **Name of the partner institution, and all locations the modules are taught** *(specify if the partner has more than one location/site in a city/country)* |  |
| **Programme Boards Attended** |  |
| **Date of Programme Assessment Board(s)** |  |

## Please use the following headings and guidance notes:

|  |
| --- |
| **Student Achievement** |
| *This should include comments on:** *students’ overall performance across sites and programmes, particularly the classification profile of programmes under the remit of the programme assessment board in relation to previous cohorts and their peers elsewhere in the UK*
* *the extent to which standards are appropriate to the qualification or qualification element under consideration*
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| **Student performance (please avoid reference by name to individual students)** |
| *This should include comments on:** *standards achieved by students across sites and/or programmes*
* *student performance in relation to their peers on comparable courses in the UK*
* *student performance in programmes taught at different sites*
* *student performance in relation to clinical/professional practice (if applicable)*
* *strengths and weaknesses of the cohorts across sites and/or programmes*
* *the basis and rationale for any comparisons of standards made*
* *factors that the External Examiner is aware of that have positively or negatively affected student performance.*
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| **Assessments: structure, design and marking** |
| *This should include comments on:** *standards of marking and moderation across sites and/or programmes*
* *procedures for assessment and examination across sites and/or programmes*
* *effectiveness and quality of feedback to students*
* *Are the processes for assessment, examination sound and fairly conducted in line with the University’s/ Collaborative partner’s (where applicable) regulations?*
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| **Assessment Boards** |
| *Please confirm attendance at programme assessment boards and in the event of non-attendance whether you were fully involved in the assessment process.**This should include comments on:** *organisation and conduct of Programme Assessment Boards*
* *problems at the assessment board in applying the assessment regulations.*
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| **Role of the Chief External Examiner** |
| *This should include comments on:** *quality of the information you received concerning your role as Chief External Examiner*
* *access to and availability of material needed to make required judgements*
* *the extent to which comments in your previous report have been considered and appropriately acted upon*
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| **Collaborative Programmes** |
| *Please add any comments relating to the links between the University and the collaborative institution.* |
| **Confirmation of new External Examiner (if applicable)** |
| *Please add any comments relating to the proficiency of the new External Examiner and confirm that you:** *have reviewed and approved a sample of their moderated assessments*
* *have reviewed a draft External Examiner’s report*
* *agree that the External Examiner is experienced in applying UK HE and Middlesex University regulations and procedures*
* *recommend that the External Examiner should be approved for a full term*
 |
| **Recommendations***Please use this section to provide suggestions that you would like them to consider, arising from the comments within your report matters where, in your opinion, there is potential for enhancement.* |
| *Type your text here* |
| **Actions***Please use this section if you require further action to be taken relating to issues which have a serious impact on academic standards or academic quality.* |
| *Type your text here* |
| **Commendations / Good practice***Please comment here on any particular strengths, distinctive or innovative features.* |
| *Type your text here* |
| **Final Report – only applicable if you are completing your term as an External Examiner** *Please consider and comment on:** *Your overall experience of being an external examiner*
* *The overall development of the Programme/Modules during this time.*
 |
| *Type your text here* |