# EXTERNAL ASSESSOR’S ANNUAL REPORT FORM

## Purpose of the External Assessor report

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

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

It also conforms to the OfS requirement for the End Point Assessment to be observed and checked, so that it supports the assessment of occupational competence and confirms that national standards have been achieved and upheld by the University.

Reports should be submitted within four weeks following the final standardisation meeting within that academic year.

Reports should be objective and make positive criticism and/or recommendations where appropriate.

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

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

**Submission of the report**

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

externalexaminer@mdx.ac.uk

Your annual fee will be processed once we receive a copy of your annual report.

##

**External Assessor Report**

|  |  |
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| **External Assessor name** |  |
| **Academic Year (period covered by report)** |  |
| **Date report submitted to** **Externalexaminer@mdx.ac.uk** |  |

|  |  |
| --- | --- |
| **Programme(s) reviewed** |  |
| **Apprenticeship standard(s):** |  |
| **Name of Programme Leader/****Module Leader** |  |
| **Date(s) Assessor Standardisation/Moderation Meetings**  |  |

**To be completed by all external assessors by ticking the appropriate box:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment** | **Yes** | **No** | **Partially** |
| 1. Are individual assessment materials/instruments fit for purpose, up to date and cover the requirements of the EPA assessment plan and occupational competence when applied in practice?
 |  |  |  |
| 1. Are assessment materials a valid measure in practice of the knowledge, skills and behaviours required of the Standard?
 |  |  |  |
| 1. Is the assessed evidence:
 |  |  |  |
| 1. valid - evidence is relevant to the assessment criteria and appropriate assessment methods were used to obtain the evidence
 |  |  |  |
| 1. authentic - evidence has been produced by the apprentice
 |  |  |  |
| 1. current - evidence is relevant at the time of assessment and is up to date
 |  |  |  |
| 1. sufficient - evidence covers all the assessment criteria
 |  |  |  |
| 1. reliable - evidence is consistent across all apprentices, is at the required level for the qualification and delivering the right outcomes for apprentices
 |  |  |  |
| 1. Do independent assessors demonstrate relevant knowledge, occupational competence and understanding of the occupation and assessment criteria?
 |  |  |  |
| **Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers:***Type your text here* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Maintaining Academic Standards** | **Yes** | **No** | **Partially** |
| 1. Are the academic standards set for the EPA appropriate to the content of the occupational profile?
 |  |  |  |
| 1. Are the types of assessment appropriate (i.e. for the subject; the students; level of study) and does the EPA meet the occupational needs of apprentices and employers?
 |  |  |  |
| **Assessors Responsible for EPA Delivered at Multiple Sites/ Partners** |
| Do the above responses (Questions 1 to 6) apply equally to all partner institutions/sites of delivery? |  |  |  |
| **Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers:**Type your text here |

|  |  |  |  |
| --- | --- | --- | --- |
| **Measuring Achievement, Rigour and Fairness** | **Yes** | **No** | **Partially** |
| 1. Was the EPA conducted in accordance with the published EPA Plan for the standard?
 |  |  |  |
| 1. Have any requirements of the EPA Plan (in terms of achievement of Gateways and mandatory qualifications and requirements) been achieved prior to sign-off, with the employer making the final decision on the readiness of the apprentice for EPA?
 |  |  |  |
| 1. Does the EPA measure learner achievement fairly and rigorously against the requirements of the apprenticeship standard?
 |  |  |  |
| 1. Were appropriate marking schemes/grading criteria for apprentices applied properly and consistently by independent assessors?
 |  |  |  |
| 1. Does the standardisation processes work effectively and facilitate assessor engagement?
 |  |  |  |
| 1. Are records of assessment decisions comparable between independent assessors and provide a consistent level of feedback to apprentices?
 |  |  |  |
| 1. Is assessment comparable with previous cohorts (where available) and across different EPAOs you are familiar with?
 |  |  |  |
| 1. Is the information and data that forms the basis for assessment decisions and for confirming the final outcome accurate and reliable?
 |  |  |  |
| 1. Are matters concerning the validity and reliability of assessment, such as assessment offences and adverse circumstances affecting a cohort of apprentices, dealt with appropriately
 |  |  |  |
| 1. Were you satisfied with the liaison, administration and conduct of the standardisation meetings you attended (if applicable)?
 |  |  |  |
| 1. Are the procedures and arrangements for confirming the final outcome (such as Assessment Boards) in accordance with the Standard and the University procedures and requirements?
 |  |  |  |
| 1. Is access to EPA fair and are decisions on reasonable adjustments consistent and take into account learner needs?
 |  |  |  |
| **Assessors Responsible for EPA Delivered at Multiple Sites/ Partners** |
| Do the above responses (Questions 7 to 18) apply equally to all sites of delivery/partner institutions? |  |  |  |
| **Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers:***Type your text here* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Access to Evidence** | **Yes** | **No** | **Partially** |
| 1. Were you given access to sufficient evidence to enable you fulfil the duties of an External Assessor appropriately (physical/digital/including marked assessment materials from apprentices)?
 |  |  |  |
| 1. Were you able to review documentation relating to the EPA, including the EPA assessment instruments/materials and internal quality assurance documentation?
 |  |  |  |
| 1. Were the apprenticeship standards and requirements clearly outlined in the documentation made available to you?
 |  |  |  |
| 1. Was the evidence received by you in a timely manner?
 |  |  |  |
| 1. Were you able to review a sample of EPA assessed work?
 |  |  |  |
| 1. Have you had feedback from apprentices and employers?
 |  |  |  |
| Have you met with the University and reviewed a sample for each cohort? |  |  |  |
| **Assessors Responsible for EPA Delivered at Multiple Sites/ Partners** |
| Do the above responses (Questions 19 to 24) apply equally to all sites of delivery/partner institutions? |  |  |  |
| **Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers:***Type your text here* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Resources** | **Yes** | **No** | **Partially** |
| 1. Is the University using up-to-date resources and documents relating to the EPA of the Apprenticeship Standard offered?
 |  |  |  |
| 1. Are resources adequate to support EPA delivery and internal quality assurance?
 |  |  |  |
| **Assessors Responsible for EPA Delivered at Multiple Sites/ Partners** |
| Do the above responses (Questions 25 to 26) apply equally to all sites of delivery/partner institutions? |  |  |  |
| **Please comment on the above questions, with reference to relevant evidence and clear explanation of how the evidence supports your answers:***Type your text here* |

## Please use the following headings and guidance notes:

|  |
| --- |
| 1. **Please detail the work you have conducted, including any observations, meetings and the sampling undertaken**
 |
| *Type your text here* |
| 1. **Please list any specific examples of good practice (If you are appointed to provision delivered at multiple sites: Please identify the site/partner to which each comment relates)**
 |
| *Type your text here* |
| 1. **Do you have any suggestions to enhance the content, delivery or assessment of the EPA to which you are appointed? (If you are appointed to provision delivered at multiple sites: Please identify the partner/site to which each comment relates)**
 |
| *Type your text here* |
| 1. **Are there any issues or activities within the context of the delivery of EPA that do not meet with the requirements of the Standard or pose a risk to effective EPA delivery and/or the achievement of occupational competence?**
 |
| *Type your text here* |
| 1. **Please comment on progress with any items for improvement previously raised (by either yourself or a predecessor)**
 |
| *Type your text here* |
| 1. **Please note any general comments not addressed elsewhere in the report and any additional concerns which have not been discussed (If you are appointed to provision delivered at multiple sites: Please identify the partner/site to which each comment relates)**
 |
| *Type your text here* |
| 1. **If you are completing a term of office we would appreciate a short overview of your experience of being an External Assessor at the University**
 |
| *Type your text here* |