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| Us_pos_K copy | **External Examiner’s Report Form** The University intends to publish the full report (or extract of) to the public, prospective and current students. |

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| Name:  |
| Your institution or Professional Association:  |
| Course title(s) (full course name)  |
| Where applicable, Partner Institution examined:  |
| Progression and Award Board: |
| Academic Year: Undergraduate [ ]  Postgraduate [ ]  |
| Has your home address changed since your last report/start of tenure?Yes [ ]  No [ ]  This is required for HR purposes. If yes, please include your new address when emailing your completed report to us as below. |

**REPORT SUBMISSION**

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| Please submit your completed form electronically to the CORRECT address as follows:For courses delivered at the UNIVERSITY OF SUSSEX: externalexaminers@sussex.ac.uk For courses delivered at a PARTNER INSTITUTION: partnership@sussex.ac.uk  University reports should be submitted no later than:Undergraduate provision: last day of August Postgraduate provision: 6 weeks after the Progression and Award BoardPartner courses: 6 weeks after the end of year examination board |
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**FOR OFFICIAL USE ONLY**

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| Validated courses | Undergraduate and Postgraduate |  |
| PVCLink TutorHead of partner institutionNamed contact responsible for quality assurance at the partner institution | PVCHead of School Director of Teaching and Learning orBoard of StudyChair of the Module Assessment BoardChair of the Progression and Award BoardSchool Curriculum and Assessment Officer |  |
| 1 | Please comment on whether the **standards set by the University** are, in your view, appropriate for the **qualification being studied.***Please relate your comments to published national subject benchmarks, the Framework for Higher Education Qualifications, course specifications and other relevant information as appropriate* |
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| 2 | Please comment on the appropriateness of the published **marking criteria.** |
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| 3 | Please comment on whether you believe **standards of student performance and achievement** are comparable to those of similar courses in **other higher education institutions?** |
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| 4 | Please comment on whether you believe existing assessment processes measure student achievement rigorously and fairly against the intended course and module **learning outcomes**. |
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| 5 | On the basis of the sample of assessments that you have reviewed, please comment on the appropriateness of the application of the marking and moderation processes as evidenced by the annotated scripts and **marks and feedback given.** *(For reasons of confidentiality and data protection individual students should not be named).* |
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| 6 | Please indicate whether you are satisfied that the **processes** for assessment, examination and the determination of awards have been **sound, appropriate and fairly conducted.** |
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| 7 | Do you have any comments on **resources** as they impact on student performance in assessment processes? |
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| --- | --- |
| 8 | Please comment on any good practice that you have observed related to **teaching, learning and assessment**. |
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| 9 | Please comment on the quality of **teaching and learning methods and learning opportunities (**based on the standard set of materials sent, not observation of teaching or access to teaching resources). |
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| 10 | Have you had **sufficient access to and the power** to call upon any materials needed to make the required judgements? If not, please give details.  |
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| 11 | Are there any **other issues** on which you wish to comment? Please consider if issues raised in previous reports have been addressed satisfactorily and/or if you are required to comment on any issues related to a PSB.  |
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| **12** | **Conclusions and recommendations** |
| (a) | Good practice and innovation. |
|   |
| (b) | Areas requiring attention |
| (i) | Essential |
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| (ii) | Advisable |
|   |
| (c) Conclusion of tenure. (Please append an overview of your term of office if this is your final report) |
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| Name |  | Date:  |
| e-mail address (for acknowledgement): |  |

**Appendix 1**

**Statement of Compliance (provided at the Progression and Award Board)**

External Examiners are asked to complete this checklist stating whether or not the relevant examination and assessment procedures and policies have been adhered to in a satisfactory manner. External Examiners are reminded that a report must be completed in addition to completing this statement of compliance and that the report will be made available to students. The statement of compliance is for internal use only.

**Course materials**

Did you receive:

|  |  |  |
| --- | --- | --- |
| a) | Course handbook(s)? | Yes / No |
| b) | Exam and assessment regulations? | Yes / No |
| c) | Module descriptions (these may be in the course handbook)? | Yes / No |
| d) | Assessment schedule/marking criteria? | Yes / No |

**Draft examination papers**

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| --- | --- | --- |
| a) | Did you receive all the draft papers? | Yes / No |
|  | If not, was this at your request? | Yes / No |
| b) | Was the nature and level of the questions appropriate? | Yes / No |
|  | If not, were suitable arrangements made to consider your comments? | Yes / No |

**Marking examination scripts**

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| --- | --- | --- |
| a) | Did you receive a sufficient number of scripts? | Yes / No |
|  | If you did not receive all the scripts, was the method of selection satisfactory? | Yes / No |
| b) | Was the general standard and consistency of marking appropriate? | Yes / No |
| c) | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? | Yes / No |

**Dissertations/project reports**

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| --- | --- | --- |
| a) | Was the choice of subjects for dissertations/projects appropriate? | Yes / No |
| b) | Was the mode and standard of assessment appropriate? | Yes / No |

**Coursework/continuously assessed work**

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| --- | --- | --- |
| a) | Was sufficient coursework made available to you for assessment? | Yes / No |
| b) | Was the mode and general standard of marking and consistency satisfactory? | Yes / No |

**Orals/performances/recitals/appropriate professional placements**

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| --- | --- | --- |
| a) | Were suitable arrangements made for you to moderate performances/recitals/appropriate professional placements? | Yes / No |

**Meeting to consider Classification (Undergraduate Progression and Award Board)**

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| --- | --- | --- |
| a) | Were you able to attend the meeting? | Yes / No |
| b) | Was the meeting conducted to your satisfaction? | Yes / No |
| c) | Were you satisfied with the recommendations of the Progression and Award Board? | Yes / No |

Signed …………………………………………………………………… Date ………………………………..

Name (please print) ……………………………………………………

***Note:*** *if you have answered ‘No’ to any of the questions above, please include comments (as appropriate) in your written report*