



External Examiner’s Report Form

The main form will not be published but will be used by the University (and where relevant, its partner college) for specified internal purposes, including being shared with student representatives.

Reports may be subject to release under specified Freedom of Information requests.

ALL EXAMINERS – Please use tab key to move from field to field.

Name:	
Your institution or Professional Association:	
Programme(s)/Course(s)/	
Where applicable, Partner Institution examined:	
Exam Board:	
Academic Year:	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>

REPORT SUBMISSION

Please submit your completed form electronically to the CORRECT address as follows:

For programmes delivered at the UNIVERSITY OF SUSSEX: externalexaminersreports@sussex.ac.uk

For programmes delivered at a PARTNER COLLEGE or INSTITUTION: partnerextreports@sussex.ac.uk

University reports should be submitted no later than:

Undergraduate provision:	last day of August
Centre for Continuing Education:	last day of October
Postgraduate provision:	6 weeks after the end of year examination board
Partner programmes:	6 weeks after the end of year examination board

FOR OFFICIAL USE ONLY

Validated programmes

PVC
Partnership Office
Principal of partner college
Named contact responsible for quality assurance at the partner college

Undergraduate

PVC
Director of Undergraduate Studies
Head of department or Director of interdisciplinary group
Chair of the subject examination board
School Administrator (Curriculum)

Postgraduate

PVC
Director of Graduate Studies
Head of department or Director of interdisciplinary group
Chair of the subject examination board
School Administrators (Curriculum)

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, programme specifications and other relevant information as appropriate

2 Please comment on the appropriateness of the published **assessment criteria**.

3 Please comment on whether you believe **standards of student performance and achievement** are comparable to those of similar programmes in **other higher education institutions?**

4 Please comment on whether you believe existing assessment processes enable students to demonstrate achievement of the intended **learning outcomes**.

5 On the basis of the work you have examined, please comment on the appropriateness of **marks awarded to individual students** and/or the appropriateness of their **final award** (*for reasons of confidentiality and data protection individual students should not be named*).

6 Please indicate whether you are satisfied that **processes** for assessment, examination and the determination of awards have been **sound, appropriate and fairly conducted**.

7 Do you have any comments on **resources** as they impact on student performance in assessment processes?

8 Please comment on the **aims, content and development of the curriculum**.

9 Please comment on the quality of **teaching and learning methods**.

10 Have you had **sufficient access to and the power** to call upon any materials needed to make the required judgements?

11 Are there any **other issues** on which you wish to comment?

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12 Conclusions and recommendations

(a) Good practice

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(b) Areas requiring attention

(i) Essential

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(ii) Advisable

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Name

Date:

e-mail address (for acknowledgement)

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