**External Examiner Report 2022/23
Undergraduate or Taught Post-Graduate Degree**

Each External Examiner is required to complete this report each year and all reports must be submitted to the Academic Registrar via email to quality@rau.ac.uk within
**4 weeks of the Examination Board meeting**.

**Deadline for Undergraduate Reports: 13 July 2023
Deadline for Postgraduate Reports: to be confirmed**

**Collaborative Partner Reports: to be confirmed with each External Examiner**

All core modules are to be reviewed in addition to a percentage of elective modules as recommended by the programme manager.

Where there are two External Examiners per programme(s), this report should be completed jointly.

Please ensure that individual staff or students are NOT named in your report.

***Heads of School / Programme Leaders*** *to provide an initial response to issues raised within 2 weeks from the receipt of the report to* *quality@rau.ac.uk*

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| External Examiner 1: |
| Title: |  | Initials: |  | Surname: |  |
| Name of Home institution: |  |
| Position/ Job title: |  |
| Email address: |  |
| External Examiner 2: (where applicable) |
| Title: |  | Initials: |  | Surname: |  |
| Name of Home institution: |  |
| Position/ Job title: |  |
| Email address: |  |
| Dates of Module Board(s): |  |
| Date of Progression and Award Board: |  |

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| Section 1: School / Programme / Module Details |
| **Royal Agricultural School:** *Please choose the appropriate School where you are an External Examiner* | Choose an item. |
| **Name of Collaborative partner** *(if applicable):* |  |
| **Programme title(s) covered by this report** *[e.g. BSc (Hons) Agriculture]***:***(If this report covers several programmes please indicate where your comments refer to one programme in particular).* |  |
| **Lists of modules** to which the External Examiner(s) has/have been appointed:*(Please record any elective modules you have examined this year in addition to the core modules of the programme(s) listed above).* |  |

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| Section 2: Academic Standards and Student Achievement |
| For the programme(s) you reviewed, please indicate whether the stated aims are consistent with: |
| The structure of the programme(s) to which the examined modules contribute | Yes [ ]  | No [ ]  |
| The content of the programme(s) to which the examined modules contribute | Yes [ ]  | No [ ]  |
| Framework for HE Qualifications level descriptors | Yes [ ]  | No [ ]  |
| National subject benchmark statements (where appropriate) | Yes [ ]  | No [ ]  |
| Have the learning outcomes stated in the relevant programme specification(s) been met? | Yes [ ]  | No [ ]  |
| Is the internal assessment of what students have achieved consistent with the expected standard? | Yes [ ]  | No [ ]  |
| Were the marks awarded in line with the grade descriptors? | Yes [ ]  | No [ ]  |
| Recommendations to the School / Programme Leader(s): |
| Please provide additional comment(s) and any recommendations for the School/programme(s): |  |
| Response from the Head of School/ Programme Leader:*(Please respond* ***within 2 weeks from*** *receipt of the report, including, where applicable, measurable outcomes, dissemination details and anticipated completion dates):* |  |

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| Section 3: Programme Delivery |
| For the programme(s) you reviewed, please indicate, based on your observations: |
| The delivery, as revealed through the assessment process, appropriate to the standard and level of the provision? | Yes [ ]  | No [ ]  |
| Were the assessment methods appropriate to the learning outcomes? | Yes [ ]  | No [ ]  |
| Was it clear to students what they were expected to achieve at their level? | Yes [ ]  | No [ ]  |
| Was there evidence in sampled student work of student attainment of intended learning outcomes? | Yes [ ]  | No [ ]  |
| Were work placements/work-based elements appropriate to the standards of the provision *(where applicable)* | Yes [ ]  | No [ ]  |
| Recommendations to the School / Programme Leader(s): |
| Please provide additional comment(s) and any recommendations for the School/programme(s): |  |
| Response from the Head of School/ Programme Leader:*(Please respond* ***within 2 weeks*** *from receipt of the report, including, where applicable, measurable outcomes, dissemination details and anticipated completion dates):* |  |

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| Section 4: Processes |
| For the programme(s) you reviewed, please indicate whether: |
| The marking was appropriate and consistent? | Yes [ ]  | No [ ]  |
| The use of marking schemes/model answers were appropriate? | Yes [ ]  | No [ ]  |
| You were given access to assessed academic student work? | Yes [ ]  | No [ ]  |
| You were satisfied with the level of comment/feedback provided to students on all forms of assessment? | Yes [ ]  | No [ ]  |
| Was the second marking and moderation appropriate and effective? | Yes [ ]  | No [ ]  |
| The processes for assessment, examination and determination of awards have been conducted in line with the institutions policies? | Yes [ ]  | No [ ]  |
| You had been provided with opportunities for discussion with staff? | Yes [ ]  | No [ ]  |
| You had the opportunity for meeting(s) with students? | Yes [ ]  | No [ ]  |
| The conduct of the Examination Boards followed procedures with reference to the University’s policies and procedures? | Yes [ ]  | No [ ]  |
| Did you receive a satisfactory response to your last External Examiner report? | Yes [ ]  | No [ ]  |
| Recommendations to the School / Programme Leader(s): |
| Please provide additional comment(s) and any recommendations for the School/programme(s): |  |
| Response from the Head of School/ Programme Leader:*(Please respond* ***within 2 weeks*** *from receipt of the report, including, where applicable, measurable outcomes, dissemination details and anticipated completion dates):* |  |

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| Section 5: Additional Comments  |
| For the programme(s) you reviewed, please indicate whether: |
| Consideration has been given to any recommendation made by you (or the previous External Examiner) in the last report? | Yes [ ]  | No [ ]  |
| Are there any issues from the previous report that continue to raise concern? | Yes [ ]  | No [ ]  |
| Do you have any other comments? |  |
| For areas of good practice or innovation that should be shared with the wider University please comment here@ |  |

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| Section 6: Final Year of appointment |
| If this was your final year of appointment, please provide an overview of the progress that has been made during your period in office as External Examiner. |  |
| Any recommendations to the incoming External Examiner? |  |

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| Submission of External Examiner Report |
| By submitting this form, I confirm that: |
| I have undertaken the duties of an external examiner as outlined in the UK Quality Code, Advice and Guidance: Assessment; and UK Quality Code, Advice and Guidance: External Expertise. | Yes [ ]  | No [ ]  |
| I have complied with data protection legislation throughout the process. | Yes [ ]  | No [ ]  |
| I agree for my report to be shared with staff and students at the Royal Agricultural University / Collaborative partner via Gateway (RAU and franchise partners) or through other VLEs as appropriate at each partner institution. | Yes [ ]  | No [ ]  |
| I agree for my report to be shared with the Institutional External Examiner (IEE) | Yes [ ]  | No [ ]  |
| Name: |  |
| Signature:*(electronic signature or typed name)* |  |
| Date:  |  |

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| Academic Quality Office use only (for completion by Academic Quality Officer) |
| Date report received:  |  |
| Date report disseminated to Head of School:  |  |
| Date report disseminated to Collaborative Partner:(where applicable) |  |
| Last year of appointment only, end date notified to HR and IT Services *(for removal of access to University systems)* | Yes [ ]  No [ ] Date: |