**Institutional External Examiner Report**

**2022-23**

To be completed following the June and December Progression and Award Boards, and submitted via email to [quality@rau.ac.uk](mailto:quality@rau.ac.uk)   
**within 4 weeks** of the Progression and Award Board taking place.

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| Institutional External Examiner (IEE) | | |
| Name of Institutional External Examiner: |  | |
| Name of Home institution: |  | |
| Dates of Progression and Award Board(s): | |  |

The purpose of the report is to enable Academic Board to monitor the academic standards of awards, by providing comment on: the conduct and operation of the exam board, the appropriateness of regulations and associated assessment processes and their application, student performance outcomes and academic standards and to assist in making any necessary improvements. The report is an integral part of the duties of an Institutional External Examiner, and an essential part of the annual evaluation process.

We would ask you therefore to complete the whole template as fully as possible.

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| Section 1: Academic Standards and Regulations |
| Are institutional regulations broadly appropriate and consistently applied to maintain academic standards? Yes  No |
| Additional Comments: |

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| Section 2: Students’ Performance |
| Is the performance of students as indicated by award outcomes broadly comparable with similar programmes in other institutions with which the examiner is familiar with?  Yes  No |
| Additional Comments: |

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| Section 3: Information provided to the Board, Conduct and Operation |
| Was the information provided to the Board appropriate to ensure the security of individual awards, oversight and monitoring of academic standards? Yes  No |
| Were the arrangements for the membership and the operation of the Board appropriate, conducted with efficiency, consistency and fairly? Yes  No |
| Additional Comments: |

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| Section 4: University team of External Examiners |
| The University recommends the IEE meet with the team of External Examiners in order to provide the University with annual assurance of the effectiveness of the team of External Examiners and oversight of emerging themes. Please comment on your meeting(s) and any theme arising: |
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| It is a requirement of the University for the IEE to meet with newly appointed External Examiners who are new to the role. From the feedback provided at the meeting(s), would there be any specific recommendations the University should consider in maintaining its External Examiner processes? |
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| Section 5: Good Practice |
| Were there any aspects of the regulations, arrangements for the Board or for the management of the assessment process you identified as good practice?  Yes  No |
| Additional Comments: |

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| Section 6: Issues for Development and/or Recommendations for Improvement  (based on observations undertaken) |
| Are there are any areas of the regulations, arrangements for the board or the management of the assessment process that are considered deficient or in need of development?  Yes  No |
| Areas for Development: |
| Please provide any specific recommendations the University should take into consideration. Yes  No |
| Recommendations: |

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| Section 7: 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 Institutional External Examiner. |  |
| Do you have any recommendations for the incoming Institutional External Examiner to consider? |  |

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| Submission of Institutional External Examiner Report | | | | |
| By submitting this form, I confirm that: | | | | |
| 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(s) as appropriate. | | 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: |  |
| Last year of appointment only, end date notified to  HR and IT Services *(for removal of access to University systems)* | Yes  No  Date: |