

Name:	Example Form
Home institution and/or other professional/institutional affiliation:	Example Form
Does this report cover all of the modules and courses (and sites of delivery) listed in appendix to this report?	Yes / No (Please delete as appropriate)
If <b>NO</b> , please list any modules/sites of delivery not covered by the report and the reason for their omission.	

- Please complete all relevant sections of the report as fully as you can. The report is not published externally, but will be shared in full with staff and students.
- Please submit your report **no later than [Published Date]** (unless notified of a later date by the university school).
- When writing the report, please do **NOT** refer to individual students or staff members by name.
- Please ensure that comments relating to a particular course or module can be identified within your report.
- If you examine provision delivered at a number of sites or collaborative partners please **identify to which partner or site any specific comments refer**.
- Your fee will not be paid until the annual report form has been received. Fully receipted expenses incurred may be paid after each visit.
- The University reserves the right to request additional information on any areas it feels have not been fully addressed within the report.
- The University welcomes your comments on the effectiveness of this report template.

## Part A Maintaining Academic Standards

1.	<b>Are the academic standards set for the module(s) and Award(s) appropriate for the specified level (i.e. aligned with the Framework for Higher Education Qualifications and any applicable subject benchmark statements)?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

2.	Are the standards of student performance comparable with similar provision at other institutions with which you are familiar?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

3.	Do the courses and modules satisfy Professional, Statutory and Regulatory Body (PRSB) requirements? <i>(If you are not aware of any PRSB requirements please tick N/A)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	N/A <input type="checkbox"/>
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

4.	Is the module and/or course content current?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

## Part B Measuring Achievement

5.	<b>Are the assessment methods and types appropriate and effective in measuring the learning outcomes of the modules/courses?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

6.	Are the assessment criteria for each mode of assessment appropriate? <i>(If you are an Award EE only and don't see assessment criteria please tick N/A).</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	N/A <input type="checkbox"/>
Please provide a reason for your answer:					

To which partners/sites does your answer refer:

7.	Is the achievement of students comparable across all modules/courses at each level and comparable to previous years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

### Part C Rigour and Fairness

8.	<b>Are marking standards consistent, appropriate and in accordance with the assessment criteria?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

9.	Was there sufficient and clear evidence of internal moderation and/or second marking for you to have confidence in the internal moderation process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
----	---	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

### Part D Access to Evidence

10.	<b>Were you given access to sufficient evidence to enable you to fulfil your responsibilities as a module and/or award external examiner?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	---	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

11.	Was the evidence/paperwork received by you in a timely manner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

12.	Were you given the opportunity to comment on draft exam papers/assessment briefs?	Yes	No	Partially	N/A
-----	---	-----	----	-----------	-----

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

## Part E Enhancement of Quality

13.	<b>Are you satisfied that the methods of learning and teaching align with the intended module/award learning outcomes?</b> <i>(Based upon discussions with staff and information provided on Blackboard and in Handbooks).</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

14.	Are you satisfied by the amount, quality and consistency of assessment feedback provided to students?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	N/A <input type="checkbox"/>
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

15.	Are you satisfied that your previous reports have been responded to? <i>(If this is your first year as an EE please tick N/A)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	N/A <input type="checkbox"/>
Please provide a reason for your answer:					
To which partners/sites does your answer refer:					

## For Award Examiners only

### Part F Award Boards

16.	<b>Did you attend the award board/s either in person or virtually; or submit an External Examiner In Absentia form?</b> <i>[Tick as many as apply if your were invited to multiple boards].</i>	In Person <input type="checkbox"/>	Virtally <input type="checkbox"/>	Submitted an In Absentia Form <input type="checkbox"/>	Did not attend or submit a Form <input type="checkbox"/>
-----	---	---------------------------------------	--------------------------------------	---	---

17.	Were you satisfied with the liaison, administration and conduct of the board/s to which you were invited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
Please provide a reason for your answer:					

To which partners/sites does your answer refer:

## For Apprenticeships only

### Part G Higher and Degree Apprenticeships

18.	Were the apprenticeship standards and requirements clearly outlined in the documentation made available to you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	---	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

19.	Does the provision continue to satisfy the requirements of the apprenticeship standard?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	---	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

20.	Does the apprenticeship prepare learners for the end point assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

## For Nursing & Midwifery and PGCE ITT only

### Part H Practice Learning, Teaching and Assessment

21.	Did you have the opportunity to visit the practice/placement setting(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please comment on your answer:

If 'yes' what were the dates of the visits?

22.	Are practice based learning and teaching opportunities effective in preparing students to meet the module learning outcomes and relevant professional standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which practice setting(s) does your answer refer:

23.	Were satisfactory arrangements made for the assessment of practice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	---	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

24.	Do the processes for the assessment of practice measure achievement rigorously and fairly against the module learning outcomes and/or relevant professional standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>	
-----	--	---------------------------------	--------------------------------	---------------------------------------	--

Please provide a reason for your answer:

To which partners/sites does your answer refer:

### Part I Further Comments

25.	Do you have any additional concerns which have not been discussed? <i>(Please identify the partner/site to which each comment relates)</i>

26.	Please list any specific examples of good practice, including innovation relating to learning, teaching and assessment? <i>(Please identify the partner/site to which each comment relates)</i>

27.	Do you have any suggestions to enhance the content, delivery or assessment of the courses and modules to which you are appointed? <i>(Please identify the partner/site to which each comment relates)</i> <i>Please include any suggestions you have already discussed with module tutors.</i>

--

28.	Are there any regulatory issues about which you would like to comment?

29.	Please note any general comments not addressed elsewhere in the report.

30.	If you are now at the end of your period of tenure we would appreciate a short overview of your experience of being a module and award external examiner at the University.