

SECTION 6

APPENDIX (A6.23) EXTERNAL EXAMINER'S ANNUAL REPORT FORM



Durham
University

Durham University
External Examiner's Annual Report Form
www.durham.ac.uk/external.examiners/

The University is grateful to its external examiners for their completion in full of this report. The report consists of questions where external examiners are asked to choose from a fixed range of responses, and questions where free text comments are requested. In respect of the latter this form includes a number of prompts for consideration/discussion as 'greyed out' text. These are intended to be suggestive rather than prescriptive, and external examiners are invited to comment on any issue they feel is relevant. To complete the free text questions, please click on the relevant section and you will automatically 'over-type' 'greyed-out' text.

External Examiners should feel free to make any comments they wish, including observations on teaching, module/programme structure and content, and degree schemes as well as assessment procedures. As the reports of external examiners are discussed widely within the University, we should be most grateful if external examiners would ensure that individual staff members or students are not referred to by name in their reports. Reports will normally be available for discussion widely within the University (including with student representatives via staff-student consultative committees), and may also be requested by certain external bodies, including the Quality Assurance Agency. An additional separate and confidential report may be sent to the Vice-Chancellor if the examiner considers this to be appropriate. In addition to this Annual Report, a more detailed written report is required at the end of an examiner's term of office. The Annual and the Final Reports are important to the University and a crucial part of the academic quality procedures.

In accordance with the practice at most universities, payment of the examiner's fee is conditional upon receipt of satisfactorily completed Annual Report Forms and at the end of term of office of the separate final report. External examiners are requested to submit their forms within 4 weeks of the final meeting of the Board of Examiners.

Note: moderators of undergraduate programmes in Combined Honours and Natural Sciences are asked to complete only the sections of this form which are applicable.

Further information on External Examiner's Report, Fee and Claim forms, and on the External Examining process in general, can be found at <http://www.dur.ac.uk/external.examiners/>

Please email completed report forms to external.examiners@durham.ac.uk

To ensure that you are paid correctly, please enter all of the programme(s) for which you acted as external examiner	
Name of External Examiner	██████████
Academic Year	2010/11
Level of Programmes Examined*	UNDERGRADUATE
Programme(s) Examined	LLB
* external examiners who consider both undergraduate/integrated masters programmes <i>and</i> taught postgraduate programmes should complete two report forms	

External Examiner's Annual Report Form

DOCUMENTATION RECEIVED

1:

Delete as appropriate

a	Did you receive University policy and procedures relating to examinations and assessment?	YES
b	Did you receive the external examiners handbook and/or documentation on the University code of practice on external examining / moderating?	YES
c	Did you receive the relevant core regulations (including university level and qualification descriptors and generic assessment criteria)?	YES
d	Did you receive the relevant degree Programme Regulations?	YES
e	Did you receive the relevant Programme Specification(s) from the Department?	YES
f	Did you receive the Programme Assessment Criteria from the Department?	YES
g	Please give further details below about any aspects of the documentation received. In particular, if you found any of the documentation insufficiently detailed or informative please explain what you felt could be improved, if you found any documentation especially useful you may wish to give some examples of good practice.	
	All the documentation was clear and satisfactory.	

QUALITY AND STANDARDS OF THE AWARD

For the questions that follow please use the following scale:

1 (no/hardly at all)

2 (generally)

3 (consistently/fully)

2:

Delete as appropriate

a	To what extent do the aims and objectives (intended learning outcomes) of the programme align with the subject benchmarks?	3
b	To what extent does the design of the curriculum enable the intended learning outcomes of the programme to be met?	3
c	Are the standards of the programme consistent with those required by the university qualification descriptors and so with the QAA Framework for Higher Education Qualifications?	3
d	Do the assessment criteria permit a confident judgement of student achievement against the learning outcomes?	3
e	Was the marking consistent with the assessment criteria?	3
f	Did the assessment policies and procedures appear to you to be appropriate?	3
g	Were the assessment policies and procedures adhered to?	3

3. Please give further details about any aspects of the programme or its assessment relevant to the topics covered in question 2a-2g above. In particular where you have indicated 1 or 2 on the scale to questions 2a-2g please explain what you felt could be improved; where you have indicated 3 it would be helpful if you could particularly

External Examiner's Annual Report Form

highlight examples of good practice.

4. Please comment on the quality of students' work, the quality of the awards made (including the classes for undergraduate degrees and distinction for postgraduate degrees) and comparability with other institutions.

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| <ul style="list-style-type: none">▪ The quality of the student assessments that I have seen was high and definitely comparable with the achievement of the students of my institution and of those institutions where I held a position of external examiner previously.▪ I found that overall the assessed work was particularly well researched and in a few instances, it even contained original thinking. |
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MANAGEMENT OF THE ASSESSMENT PROCESS

5. Please comment on the management of the assessment process, e.g. the provision of samples of student work, the operation of the Board of Examiners and the level of involvement of the external examiner in the assessment process.

- | |
|---|
| <ul style="list-style-type: none">▪ The process of assessment was managed very efficiently and very professionally by all.▪ Unfortunately, I could not attend the board of examiners and therefore cannot comment on its operation on the day. |
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PROGRAMME(S) DESIGN AND OPERATION

6. Please add any comments on other aspects of the learning, teaching or assessments of the programme(s). These may include: curriculum design; modes of learning, teaching or assessment; learning resources; links between research and teaching; suitability of the programme as preparation for study at the next level (Master's or PhD as appropriate); suitability of the programme as a preparation for employment; alignment with the requirements of professional bodies (if applicable).
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COLLABORATIVE PROVISION

THESE QUESTIONS NEED ONLY BE ANSWERED BY EXTERNAL EXAMINERS FOR COLLABORATIVE PROGRAMMES (e.g. articulation agreements, validations, multiple awards, joint awards)
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7a. Were you offered sufficient information about the collaborative partnership?

N/A

7b. Did you have the opportunity to compare the achievement of students on the collaborative programme with those of students taught on programmes delivered solely by the University? If YES, were the standards achieved by students on the two types of programme comparable? If NO, do the academic standards achieved by the students indicate that appropriate learning opportunities are being provided through the collaborative partnership?
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N/A

GOOD PRACTICE FOR DISSEMINATION

8. Please highlight any examples of good or effective practice that you have identified in the programmes and modules which you examine, that are worthy of particular commendation and wider dissemination within Durham University.
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External Examiner's Annual Report Form

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PROGRESS ON RECOMMENDATIONS MADE LAST YEAR

9. If you raised any issues for further consideration or action in your last report, have these been effectively considered by the academic department in which you are examining? Have you received a response from the academic department indicating the action taken in response to your comments and recommendations? If you raised issues regarding University policy and practice, have you received a response to this from the relevant University faculty?

I raised no specific issues last year.

FURTHER COMMENTS – OPTIONAL

10. If you wish to provide any further comments, in relation to the questions above, or to provide additional information not covered in this form, please feel free to do so in the box below.

Click here and type