External Examiner’s Report: guidance notes

All External Examiners are required to produce an annual evaluation report, which should be submitted together with the claim for fees within four weeks of the main Course Assessment Board (i.e. not the referral CAB) at which the results were agreed and awards confirmed; this timescale applies whether or not the CAB coincides with the end of the academic year.

Examiners are reminded of the need to preserve the anonymity of students and staff in their reports. External examiners are reminded that Universities are required to make reports available in full to students. The External Examiner retains copyright. It should be noted that:

- the header report summary is intended for general comments about the course(s) you are responsible for and should contain comments that you would be happy for us to publish to an external audience to fulfil the requirements of the Teaching Quality Information initiative; and
- written comments on an individual student by an External Examiner may be personal data and therefore made available on request by the student under the Data Protection Act 1998.

A report pro forma (header sheet and full report) is provided for completion by external examiners. This may be obtained in electronic format as a Microsoft Word document from Mrs Patricia Mulcahy in the University Registry (p.mulcahy@hud.ac.uk), or from the Registry part of our website https://www.hud.ac.uk/registry/qualityassurance/externalexaminers/ Reports may be submitted in paper format or by e-mail, although we prefer electronic submission.

If a course is also delivered through the University’s collaborative partners, the examiner’s responses to the issues listed under 3 below should take into account and make specific reference to the collaborative delivery experience.

The report should include the following elements:

1. Report header sheet; the ‘grid’ and summary are to be completed. Please note that any comments relating to courses other than those for which you are responsible should be included in the summary.

2. List of courses and modules assessed.

3. Written report using the following headings:

   a) The quality of knowledge and skills (both general and subject specific) demonstrated by the students;
   b) The appropriateness of the overall approach to teaching, learning and assessment as indicated by student performance;
   c) The currency of the curriculum and the adequacy of learning resources;
   d) The opportunity and quality of Work Based Learning experience and placements where appropriate;
   e) The strengths and weaknesses of the cohort of students;
   f) Any matters of:
      i. General concern regarding the conduct or performance of the course;
      ii. Serious concern that put at risk the standard of the award;
   g) The conduct of meetings which the examiner has attended, including Course Assessment Boards;
   h) Advice and recommendations made to the Course Assessment Board;
   i) Other recommendations arising from the assessments or assessment procedures;
   j) Any viva voce examinations conducted;
   k) If this is your final report as external examiner, please provide an overview of your term of office.

External Examiners should expect to receive an initial response to their report, from the course leader, within one month of submission. Points a) to k) will be addressed in this response; however, please indicate by placing an “X” in the appropriate check box if you require a response from the course team to specific issues contained within any of the sections.
Completed reports should be forwarded by post or e-mail to Mrs Patricia Mulcahy (p.mulcahy@hud.ac.uk), Registry, as detailed on the Contacts sheet, **not sent** direct to the School. The University would prefer e-mail submission.

**Confidential Reports to the Vice-Chancellor**

External Examiners have the right to raise any matter of serious concern with the Vice-Chancellor, and this may be done by means of a separate confidential written report to the Vice-Chancellor, for example where the External Examiner finds it necessary to name a member of staff. External Examiners are reminded that this confidential report should be made as well as the normal annual report. (The normal report should only contain matters which are not confidential.) Any confidential reports submitted to the Vice-Chancellor will be considered and responded to in a timely manner and the response will include an outline of any actions taken as a result. Where confidential reports have implications for staff and/or students, they will be informed of these or the actions arising from the reports.

**QAA Concerns Scheme**

External Examiners are reminded that if you continue to have serious concerns relating to systematic failings with the academic standards of a course or courses and all other procedures, including the submission of a confidential report to the Vice-Chancellor have been exhausted, you may invoke the QAA Concerns Scheme or inform the relevant professional body.

Further details on the QAA Concerns Scheme can be found on the QAA website: [http://www.qaa.ac.uk/complaints/concerns/pages/default.aspx](http://www.qaa.ac.uk/complaints/concerns/pages/default.aspx)