*Please complete in typescript where possible. Please do not include identifiable references to individual members of staff or students.*

*The completed external examiner’s report is required to be sent directly to the Vice Chancellor of Taylor’s University (**Hassan.Said@taylors.edu.my) and* *to the Senior External Examiners Officer at UWE (**Externalsreport@uwe.ac.uk**). However, External Examiners may, in exceptional circumstances, report separately and confidentially to the Vice-Chancellor on any matters of serious concern. Where an External Examiner has* ***serious*** *concerns about issues relating to the standards at UWE, and has exhausted all internal procedures including such a confidential report to the Vice Chancellor, Professor Steven West (**Steven.West@uwe.ac.uk**), they may pursue these issues externally through the* [*QAA Causes for Concern process*](http://www.qaa.ac.uk/complaints/concerns/pages/default.aspx)*. Furthermore, UWE has a* [*whistle-blowing policy*](http://www2.uwe.ac.uk/services/Marketing/about-us/pdf/Public%20Disclosure%20Policy.pdf) *that external examiners have access to.*

Please complete the following section in order to keep our information-on-file up-to-date.

|  |  |
| --- | --- |
| Title and Name |  |
| Affiliation/Address |  |
| Correspondence Address, if different |  |
| Telephone |  |
| Facsimile |  |
| Email |  |
| Signature |  |
| Date |  |

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| --- |
| **1.0 PROGRAMME DETAILS** |
| Year and Semester |  |
| Name of Programme |  |
| Name of School |  |

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| **2.0 ACADEMIC STANDING** |
| 2.1 Are the standards set for the awards appropriate for qualifications at this level? |
|  |
| 2.2 Please comment on the comparability of standards, whether the standards set are comparable to national/international standards with which you are familiar. |
|  |
| 2.3 Please comment on the overall academic standing of the programme, particularly in relation to other programmes with which you are familiar. |
|  |
| **3.0 ASSESSMENT** |
| 1. Please provide details of the forms of assessed work that were subject to your scrutiny, e.g. final papers, assignments, projects, etc.
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|  |
| 1. Please comment on the appropriateness of the methods of assessment used to determine progress and achievement, e.g. coverage of assessments, range of methods used, etc.
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|  |
| 1. Please state whether the forms of assessment used are appropriate for examining the specified learning outcomes.
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|  |
| 1. Please state whether the forms of assessment include both formative and summative assessments.
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|  |
| 1. Please comment whether the assessments were inclusive and equitable.
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|  |
| 1. Please comment whether the assessments were fairly and consistently applied.
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|  |
| 1. Please comment on resources provided to students that impact upon student performance, if applicable.
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|  |
| 1. Please comment on the quality of teaching and learning methods, if applicable.
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|  |
| 1. If the programme involves professional accreditation, please comment specifically on whether the appropriate professional competencies were achieved
 |
|  |
| 1. Please comment on the appropriateness of the programme content and structure for the level of the award.
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|  |
| 1. Please comment on any particular strengths or distinctive or innovative features in relation to standards and assessment processes that would be worth drawing to the attention of the wider University.
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|  |
| 1. Please provide any comments or suggestions for improvement that you might have about the assessment process and programme, e.g. teaching methods, assessment strategies, marks schemes etc. If there are any recurring issues which you feel have not been addressed please note here.
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| **4.0 ADMINISTRATIVE** |  |
| 4.1 Please comment on the briefing material that you received to allow you to carry out your role and responsibilities effectively, e.g. copies of the syllabus, marking scheme. |
|  |
| 4.2 Please state your overall impression of the academic health and management of the programme and of its quality assurance mechanisms. |
|  |
| 4.3 Please comment on the structure, organisation and marking of all assessments and the quality of teaching and learning, if applicable. |
|  |
| 4.4 Please comment on the effectiveness of the process for agreeing on examination papers and other assessment instruments and marking schemes, if applicable. |
|  |
| * 1. Please comment whether the amount of assessed work is manageable for students and staff.
 |
|  |
| 4.6 Were you asked to approve draft examination papers?  | YES / NO |  |
| 4.7 Were you asked to approve schemes for other types of summative assessment?  | YES / NO |  |
| * 1. Were you satisfied with the sampling arrangements?
 | YES / NO |  |
| * 1. Did you attend the Exam/Award Board meetings?
 | YES / NOComments: |  |
| 4.10 Was the Exam/Award Board conducted appropriately? Including the arrangements for the examining board(s), the application of the Academic Variant Regulations and procedures, arrangements for classification and if the meeting was conducted to your satisfaction? | YES / NOComments: |  |
| * 1. Was the time provided for you to examine assessment material adequate?
 | YES / NOComments: |  |
| * 1. Were you satisfied with your overall level of involvement as external examiner in the University’s processes for determining the award of its degrees?
 | YES / NOComments: |  |
| 4.13 Please comment on any other issues not covered in all the above questions and which are appropriate to your involvement during this academic session. |
|  |
| 4.14 Please advise of further resources, advice and guidance that Taylors University/University of the West of England could provide that would support you in your role as an External Examiner? |
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| **5.0 EXAMINER VISITATION DETAILS** |
| 1. Date of visit
 |  |
| 1. Purpose
 |  |
| 1. Was the visit useful?
 |  |
| 1. Did you receive any feedback from students during this visit?
 |  |

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| **6.0 Quality Enhancement** |
| 6.1 Based on your experience at other institutions, please comment on:  |
| 6.1.1 Observed distinctive good practice: -  |
| 6.1.2 Recommendations for change/enhanced practice: -  |
| 6.1.3 Any Key wider issues for consideration by Taylors University and the University of the West of England? -  |
| 6.1.4 Final Year Appointee. For external examiners for whom this is their final year of appointment TAYLOR’S UNIVERSITY welcomes any comments that you might have, based on your experience as our external examiner over the period of your appointment. |
|  |

**Closing comments:**

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| **7.0 Any comments regarding the provision at UWE/Taylors with regards to the Dual Awards, and your experience as an External Examiner?** |
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