UNIVERSITY OF WARWICK

EXTERNAL EXAMINERS’ HANDBOOK
(TAUGHT PROVISION)

2017-18
Index of points

1. Introduction
2. Appointment of External Examiners
3. Provision of Information
4. Enhancement of Quality
5. Scrutiny of Marking
6. Board of Examiners’ Meetings
7. Reporting
8. Consideration of External Examiners’ Reports
9. Student Engagement
10. Data Protection & Freedom of Information Act
11. Right to Work, Fees and Expenses

Appendix A – University Criteria for Appointment of External Examiners

Appendix B – Questions on External Examiners’ Report Form

(Please note that this External Examiners’ report form is for information only and although the questions listed are those requested to be addressed by External Examiners, the appearance and format will look differently on EVision. External Examiners are expected to submit their responses directly into EVision from where a pdf document can be downloaded after submission. The University will only accept responses via EVision and cannot accept responses submitted via any other means.)
External Examiners’ Handbook (Taught Provision)

1. Introduction

1.1 This Handbook is designed to be consistent with Chapter (B7) of the UK Quality Code for Higher Education on External Examining published at:


and contains procedures and guidelines for the operation of the external examiners’ system at the University of Warwick.

1.2 External Examiners are appointed to provide the University with assurance that:

- the academic standards of its awards are appropriate,
- standards at Warwick are comparable with those of other higher education institutions,
- assessment processes are fair and appropriate

and also to offer carefully considered advice on good practice and opportunities for enhancement.

1.3 All University courses leading to an award must have one or more External Examiner(s) appointed to carry out the role of External Examiner as laid out in this Handbook.

1.4 The information contained in this Handbook also applies to External Examining arrangements relating to collaborative provision. Departments should ensure that, where they have collaborative provision arrangements in place, staff from that organisation are aware of their responsibilities as set out in this Handbook.

1.5 Professional, Statutory and Regulatory Bodies (PSRB) may expect External Examiners to perform additional functions to those expressed in this document providing that they are not inconsistent with the expectations of the UK Quality Code on External Examining as set out in chapter B7.

2. Appointment of External Examiners

2.1 The number of External Examiners appointed to each course should be sufficient to ensure that appropriate external expertise is available to cover all areas of the curriculum.

2.2 Nominations for External Examiners must be submitted by the Head of Department or their nominee in accordance with the guidance notes at:
The nomination form to be submitted for a new nomination can be found at:

External Examiners nomination form

2.3 An e-mail address, contact details, the institution at which the proposed External Examiner is employed at, their date of birth (for systems authentication purposes only to enable submission of the External Examiner’s report) and a CV, are the minimum information required to complete the nominations process for new External Examiners via EVision.

2.4 All nominations for External Examiners should meet the criteria for appointment set out in Appendix A of this Handbook.

2.5 If, exceptionally, a nomination does not meet all the criteria for appointment the Department should provide a detailed statement in support of the nomination in the comments box of the nomination’s form.

2.6 Recommendations for the appointment of External Examiners are considered by the sub-group of Steering as follows:

(i) For undergraduate External Examiners’ appointments: Pro-Vice Chancellor (Education) and Chair of sub-group, Deputy Pro-Vice Chancellor (Education), the relevant Chair of the Faculty and the Academic Registrar;

(ii) For postgraduate taught External Examiners’ appointments: Pro-Vice Chancellor (Education) and Chair of sub-group, Director of the Graduate School, Deputy Pro-Vice Chancellor (Education), the relevant Chair of the Faculty and the Academic Registrar.

2.7 Once approval has been given by the sub-group on behalf of Senate, the Head of Department will be e-mailed to confirm approval and an appointment letter is sent to the new External Examiner confirming the courses and modules appointed to and information about examining fees to be paid.

2.8 External Examiners are appointed on an annual basis. An External Examiner would normally be appointed for four successive years, with an extension of one year in exceptional circumstances and only approved by the sub-group of the Senate Steering Committee on behalf of Senate.

2.9 If an External Examiner wishes to resign from their appointment they should do so in writing by e-mailing: externalexaminers@warwick.ac.uk and the Head of Department giving at least three months’ notice.

2.10 The University may decline to reappoint an External Examiner for a second, third or fourth year where there has not been satisfactory fulfilment of responsibilities in one or
more preceding years such as attendance at boards or completion of reports. Termination may also be necessary if an unexpected conflict of interest arises.

2.11 The Steering Committee of Senate will receive a termly report setting out all new External Examiners’ appointments.

3. **Provision of Information**

3.1 The University will send all newly-appointed External Examiners:

- a copy of this Handbook;
- the University’s guidance on moderation as published at: [http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/moderation](http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/moderation);
- log on details to access EVision to submit their report;
- guidance on claiming fees and expenses;

3.2 Departments will supplement this information with documentation specific to the External Examiner’s appointment. Departments are required to send or make available the following information to newly-appointed External Examiners, as a minimum:

- relevant key departmental contacts with clear information on the main contact for different matters;
- course handbooks (to include course specifications);
- module specifications;
- student handbooks;
- marking and assessment criteria;
- examination board conventions;
- tasks and meetings in relation to the examination process, highlighting those requiring specific input from External Examiners;
- relevant QAA subject benchmark statements;
- details of Professional, Statutory or Regulatory Body requirements (PSRB) where appropriate.

3.3 Departments are encouraged to invite the External Examiners to meet relevant staff, discuss the Department’s teaching and learning strategies and to discuss previous examples of students’ work prior to the examination process.

3.4 Departments should also provide newly-appointed External Examiners with a copy of the previous External Examiner’s final report and any actions resulting from the issues raised therein.
3.5 Departments should ensure that appropriate support mechanisms are in place for External Examiners, particularly in the cases of less experienced External Examiners who may benefit from mentoring or from being paired with a more experienced External Examiner.

3.6 At the earliest opportunity and normally at the beginning of each academic year, Departments should inform External Examiners of the dates of the meetings of the Board of Examiners’ meetings which they are required to attend.

3.7 Departments should also provide, in advance of the assessment period, the process and timescale for the moderation and return of students’ work, with clearly stated deadlines.

4. Enhancement of Quality

4.1 External Examiners should have the opportunity to contribute to the enhancement of the student learning experience during their term of appointment.

4.2 Departments are encouraged to utilise the External Examiner’s experience through discussions with academic staff on the structure and content of the courses of study. As part of the course approvals or revision process, External Examiners may also be asked to comment on any proposed changes or to provide advice following changes to PRSB requirements or similar.

4.3 Informal meetings between External Examiners and groups of students are also encouraged – see section 9 of this Handbook.

4.4 External Examiners are requested, through their annual report, to comment on particular strengths or distinctive or innovative features in relation to standards and assessment, and to provide suggestions for the enhancement of the provision under scrutiny.

5. Scrutiny of marking

5.1 External Examiners are appointed to moderate marking standards, to comment on the quality of academic provision and comparability of standards and student performance – not to mark assessed work.

5.2 The External Examiner should be provided with all draft examination papers and other major elements of summative assessment that contribute to the final award for comment and approval, together with model answers (where appropriate). In particular, External Examiners are asked to scrutinise examination papers for accuracy and to confirm that intended learning outcomes are being appropriately assessed. Where suggestions for amendments are provided by an External Examiner, Departments should reply to the External Examiner to confirm how their advice has been acted upon and in the case of rejections of suggested revisions, give reason(s) why these have not been adopted.
5.3 The External Examiner shall have access, on request, to any scripts and assessment material contributing to the final classifications so that a report can be made to the Board of Examiners on the standards of marking. In those cases, where it is agreed that the inviting Department should make a selection of scripts available to be sent to the External Examiner accompanied by the relevant marking criteria, the principles of such a selection should be agreed in advance. Where an External Examiner sees only a selection of scripts in this way, he or she should normally see the scripts from the full range of performance which will include scripts from the top and bottom of the group as a whole, including those of borderline and failing candidates.

5.4 External Examiners shall not amend individual marks when sampling students' assessed work, but may make recommendations on marking standards to Departments.

5.5 In the event of a disagreement on a mark to be awarded for a particular unit of assessment or on the final classification to be derived from the array of marks of a particular candidate at an examiners' meeting, careful account shall be taken of the views of the External Examiner, although the final decision is arrived at collectively by all members of the Board of Examiners.

5.6 During the process of classification, the External Examiner shall ensure that special consideration is given to candidates whose performance places them at the top and bottom of the group as a whole, or whose performance falls on the borderline between two classifications or is a fail.

5.7 External Examiners shall participate in any viva voce conducted for postgraduate taught courses, noting that viva voce examinations are not conducted for students on undergraduate courses who commenced their studies in autumn 2008 or thereafter. Where oral examinations contribute to the final assessment of students, the External Examiner may attend with the agreement of the Department, in accordance with any principles agreed in advance of the oral examination.

5.8 External Examiners shall satisfy themselves that work undertaken outside the University and written reports of such work, are of an appropriate standard and content for the awards concerned.

6. Board of Examiners' Meetings

6.1 Board of Examiners are appointed annually by Senate and are constituted in line with Regulation 9:

http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/examiners/

External Examiners are full members of the Board of Examiners. External Examiners have the right to be present at all examiners' meetings at all stages contributing to degree classification and to participate in discussions of the Board. External Examiners are required to be present at Examinations Boards at which University awards are recommended.
6.2 Where an External Examiner is unable to be present at the relevant Board of Examiners meeting, this should be agreed with the Department in advance and mechanisms should be put in place for obtaining the External Examiner’s agreement relating to the marks, progression decisions and awards confirmed at the meeting. Where possible, telephone or video conferencing should be utilised.

6.3 External Examiners do not make judgements in relation to mitigating circumstances or academic integrity except to ensure that the University’s relevant procedures have been followed. External Examiners should be informed, in advance of the meeting of the Board of Examiners, of the recommendations made by the Mitigating Circumstances Panels, including relevant supporting information where appropriate.

6.4 External Examiners attend Board of Examiners meetings to confirm the outcomes of the assessment processes for the courses (including constituent modules) to which they have been appointed.

6.5 External Examiners confirm that they agree with the Board of Examiners’ decisions via their signature on the relevant mark lists, progression or awards documents. No award of the University shall be made without the participation in the assessment process of at least one External Examiner.

6.6 If an External Examiner does not agree with a decision taken by the Board of Examiners, he/she has the right to withhold their signature only if they have serious concerns about the assessment process. In the event of an External Examiner withholding their signature, a full report should be made by the Board of Examiners to Senate.

7. Reporting

7.1 All External Examiners are required to submit an annual report on a standard web based pro-forma. The University will only accept responses via EVision and cannot accept responses submitted via any other means. Log on details are issued annually by the examinations office once an External Examiner has been appointed or re-appointed. Guidance on how to submit a report can be found at:

https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/externalexaminers/guidance_notes_-_exex_making_a_report.pdf

7.2 The report will seek explicit responses to the topics listed below:

(a) the programme information available;
(b) the course content and design (including collaborative arrangements);
(c) the assessment process;
(d) the academic standards demonstrated by students;
(e) comments made in meetings with students (if applicable);
(f) the enhancement of provision including the identification of good practice;
(g) issues requiring immediate essential actions or long-term advisable actions;
(h) any further comments which the external examiner may wish to make;
(i) final summary comments at the end of the external examiners’ period of appointment.

7.3 External Examiners are required to submit their annual report by 31 July for undergraduate courses and by 31 December for postgraduate taught courses or within one month of the meeting of the relevant Board of Examiners for courses delivered outside standard University term times. If External Examiners’ reports are not received by the stated deadline, the External Examiner will be contacted by the University. If External Examiners encounter problems preventing them from submitting their reports by the stated deadline, the University should be notified of any delays by e-mailing: externalexaminers@warwick.ac.uk.

7.4 If an External Examiner is appointed to courses both at the undergraduate and postgraduate taught level, then separate reports are expected to be submitted by the respective deadlines. If an External Examiner is appointed to a suite of programmes at the same level (undergraduate or postgraduate taught), only one report needs to be submitted.

7.5 External Examiners in their final year of their appointment are requested to give an overview of their term of appointment at the end of the report form.

7.6 External examiners may, at any point during their appointment, submit a separate confidential report to the Vice-Chancellor. This may be to raise confidential concerns such as instances where the External Examiner considers it necessary to identify an individual member of the University. In such cases the Pro-Vice-Chancellor (Education) or the Deputy Pro-Vice-Chancellor (Education) will respond to the External Examiner on actions resulting from their report.

7.7 If an External Examiner still has concerns about academic standards and quality of provision, and has exhausted all internal procedures, including writing to the Vice-Chancellor, they can invoke the Quality Assurance Agency’s Concern scheme or inform the relevant Professional, Statutory or Regulatory Body.

7.8 The University reserves the right to request additional information from an External Examiner if the report submitted is considered to be of insufficient detail to assess their opinion of the academic standards of the course(s) or module(s) concerned.

7.9 Payment of the annual fee to External Examiners is conditional upon the timely receipt of a satisfactory annual report.
8. Consideration of External Examiners’ Reports

8.1 Upon receipt, External Examiners’ reports will be made available to the Pro-Vice-Chancellor (Education) and the Deputy Pro-Vice-Chancellor (Education), Heads of Departments and other designated departmental staff as nominated by the Head of Department and members of staff in the Examinations Office and Teaching Quality Office in the Academic Registrar’s department.

8.2 Departments are expected to consider the External Examiners’ reports and any issues arising in the reports in an appropriate forum and to construct a response. This response should be submitted via EVision by the nominated member of staff responsible for consideration of External Examiners’ reports in the Department by the end of September for undergraduate courses and the end of February for postgraduate taught courses and will also be made available to the same staff who have permission to view External Examiners’ reports. Guidance for departments on how to submit responses to External Examiners’ reports via EVision can be found at:

https://www2.warwick.ac.uk/services/arodar/quality/categories/examinations/externalexaminers/guidance_notes_-_academic_departments_commenting_on_a_report.pdf

8.3 Once the departmental response has been submitted via EVision, External Examiners will receive an e-mail informing them that the Department has responded to their reports with an invitation to view the responses.

8.4 Where an External Examiner raises an issue relevant at the University level, it will be the responsibility of the Teaching Quality Office, in conjunction with the Pro-Vice-Chancellor (Education) or his deputy, to provide a response. In these cases, a copy of the response will be forwarded to the Department for information.

8.5 The University’s Academic Quality and Standards Committee (AQSC) will consider separate summary reports of External Examiners’ comments in order to identify, and where necessary, act upon, any common themes emerging at the Department, Faculty or University level.

8.6 External Examiners’ reports and departmental responses will inform the University’s annual course monitoring and review processes and the periodic review process of the five yearly Institutional Teaching and Learning Review (ITLR).

8.7 Reports and departmental responses will be made available to such other bodies and persons within the University as is deemed appropriate. Copies may also be provided to external bodies which request them and which have a legitimate concern (e.g. professional, regulatory and statutory bodies (PRSBs), unless the External Examiner explicitly indicates that that he or she does not wish for this to be done.

9. Student Engagement

9.1 Departments should include information such as to the name, home institution and post held by the External Examiner(s) appointed to the course of study in course
documentation made available to students (e.g. student handbooks and/or information on Moodle or Tabula).

9.2 Although not mandatory, it is advised that Departments should provide External Examiners with the opportunity, normally once per academic year, to informally meet representative groups of students to gather their views of the course. In the case of students registered on a Distance-Learning course or studying at an overseas campus, such meetings may be conducted remotely.

9.3 Where a meeting is arranged with an External Examiner clear guidance should be given by the Department to the students present about the purpose of that meeting and its limitations, particularly with regard to not influencing individual assessment outcomes. Meetings should be held in relatively informal circumstances such as over lunch.

9.4 Departments should make it clear in information provided to students that under no circumstances should students attempt to contact an External Examiner and External Examiners are not permitted to respond to contacts made by third parties including students and their representatives. If any such contacts are attempted, the External Examiner should report the details immediately to the University, through the Head of Department.

9.5 External Examiners’ reports and the departmental responses must be discussed with student representatives in the relevant Staff Student Liaison Committees (SSLCs). These discussions should be minuted, published and made available for all students on the course to access.

9.6 Sabbatical Officers from the University of Warwick Union of Students will be present at the Academic Quality and Standards Committee meeting where summary reports of issues raised by External Examiners are discussed.

10. Data Protection Act & Freedom of Information Act

10.1 The University requires all staff and agents to abide by and be aware of their responsibilities under the Freedom of Information Act (FOI) 2000, the Data Protection Act (DPA) 1998 and the new data protection regulation, the General Data Protection Regulation (GDPR), which will come into effect on 25 May 2018. Further information regarding these legislations can be found on the University’s Legal Services webpages: https://www2.warwick.ac.uk/services/vco/exec/registrar/legalservices/

10.2 All personal information supplied by the External Examiner for the purposes of their appointment will be held securely and for no longer than necessary, and in accordance with the Data Protection legislation. As stated in 9.1 the name, home institution and post will be included in course information made available to students (e.g. student handbooks or information on Tabula or Moodle).

10.3 Under current data protection legislation individuals are able to make requests to organisations to see any personal information which is held about them, this is called a
“subject access request”. Although information recorded by students during examinations (i.e. on their examination scripts) is exempt from disclosure, students do have the right to request a copy or transcribe of any examiners’ comments on their examined work in an intelligible form within a prescribed timescale. External Examiners should also be aware that their External Examiners’ reports will be disclosable upon receipt of an Freedom of Information or subject data access request and the University would therefore not expect any identifiable reference to individual staff or students (by name or ID number) in their reports.

10.4 The University of Warwick has been designated a Public Authority for the purposes of the Freedom of Information Act 2000. Upon receipt of a request for copies of External Examiners’ reports the University has a statutory obligation to consider their release subject to any applicable exemption under the provision of the Act.

11. Right to work, Fees and Expenses

11.1 The Home Office requires every employer in the UK to check their employee’s entitlement to work in the UK. Therefore External Examiners are required to produce their passport and proof of National Insurance number on their first visit to prove entitlement to work in the UK. The right to work check is overseen by the Secretary to the Board of Examiners and will take place once at the first meeting of the Board of Examiners which the new External Examiner is expected to attend after appointment.

11.2 Information on how the fees for External Examiners’ duties are calculated is set out in the annual appointment letter; fees will be paid once the External Examiner’s report has been received by the University.

11.3 In addition to fees for duties, External Examiners are also entitled to claim reasonable travel and subsistence expenses as applicable to all University of Warwick staff and set out at:

a) Travel expenses:

http://www2.warwick.ac.uk/services/humanresources/internal/payroll/expenses/uk1/travel

b) Subsistence expenses:

http://www2.warwick.ac.uk/services/humanresources/internal/payroll/expenses/uk1/subsistence

c) Expenses need to be made in line with the University’s Financial Procedures 16.3 Travel and Subsistence Payments (UK):

https://www2.warwick.ac.uk/services/finance/resources/regulations/

11.4 In order to claim reasonable expenses, an expenses claim form for taught courses is sent to the External Examiner either in advance or will be given to them by the
Secretary to the Board of Examiners at the meeting of the Board. Expenses claim forms can also be downloaded from:

http://www2.warwick.ac.uk/services/arowdar/quality/categories/examinations/external-examiners.

External Examiners should note that receipts are required for all expenses with the exception of mileage. If an External Examiner is acting for both undergraduate and postgraduate taught courses, expenses can be claimed either on the same or on individual forms, whichever is the more convenient. The expenses claim form should be returned to the Examination Section of the Academic Office, for the fee to correct examination fee to be entered.

11.5 Payment of External Examiners’ fees are authorised when an expenses claim is received, so if an External Examiner does have any expenses to claim, a claim form should still be returned stating this to ensure that payment of fees is not delayed.

11.6 Under Inland Revenue instructions tax will be deducted at source for undergraduate examining fees, but not for postgraduate taught fees. Expenses are exempt from tax. When the External Examiners’ fee is paid, details of the tax deducted will be sent to the External Examiner.
Appendix A

With effect from 2016/17, the Senate has approved the following guidelines for the appointment of new External Examiners for taught programmes (these are in accord with the UK Quality Code Chapter B7: External Examining):

A) PERSON SPECIFICATION:

1. Knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality.
2. Competence and experience in the field covered by the programme of study, or parts thereof (retirees can be considered provided they have sufficient evidence of continuing involvement in the academic subject area).
3. Relevant academic qualifications and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate.
4. Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures (either externally or internally).
5. Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of colleagues. (Appointees should normally have experience in a university or department that is comparable in reputation to that of Warwick; in identifying suitable appointees departments should pay special attention to the appointee’s expertise in relation to suitable pedagogic approaches, assessment strategies, programme design and student engagement).
6. Familiarity with the standard to be expected of students in the programme to be assessed.
7. Fluency in English.
8. Meeting applicable criteria set out by professional, statutory and regulatory bodies.
9. Awareness of current developments in the design and delivery of relevant curricula.
10. Competence and expertise relating to the enhancement of the student learning experience.

B) CONFLICTS OF INTERESTS:

The UK Quality Code Chapter B7 (External Examining) makes it clear that any conflict of interest when appointing external examiners needs to be avoided at the outset, please can you therefore ensure that nominees do not fall into any of the following categories or circumstances:

1. Council member.
2. Near relative of a member of staff or student involved with the programme of study.
3. An examiner on a cognate programme in the institution.
4. Anyone closely associated with the sponsorship of students on the programme.
5. Anyone closely associated with placements or training.
6. Anyone required to assess colleagues who are recruited as students to the programme of study, e.g. for professional or CPD programmes.
7. Anyone in a position to influence significantly the future of students on the programme of study.
8. Anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question (noting that external examiners may be appointed from within fields in which large-scale collaborative research projects are common and integral to the field).

9. Anyone who has been directly involved as an external reviewer in the approval process for the programme.

10. Former staff and students of the University and a former external examiner unless a period of not less than five years has passed since they left the University or the expiry of their term of office.

*11. Anyone involved in a reciprocal arrangement involving cognate programmes at another higher education provider.

12. The replacement of an external examiner by a colleague from the same department in the same institution.

*13. More than one external examiner from the same department of the same higher education provider.

C) TERMS OF OFFICE:

1. The duration of an external examiner’s appointment shall be four years.

2. External examiners should hold no more than two external examiners appointments at any point in time.

*If you are in doubt about points 11 or 13 when nominating a new external examiner, please note these queries on the nomination form for the sub-group to consider under: “Any special comments which the Head of Department wants the sub-group to note in relation to this proposed external examiner’s appointment.”
APPENDIX B

UNIVERSITY OF WARWICK

EXTERNAL EXAMINER’S REPORT FOR TAUGHT PROGRAMMES

Academic Year 2017-2018

Section 1: Programme Information

Did you receive or have access to:

1.1. Programme handbooks, programme specifications, including programme learning outcomes?

   YES
   NO

   Please comment:

1.2. Module descriptions including module learning outcomes?

   YES
   NO

   Please comment:
1.3 Assessment briefs/marketing criteria?

YES
NO

Please comment:

1.4 Is there any additional information which could have been provided?

YES
NO

If yes, please specify:

Section 2: Course Content and Design

2.1 Are the modules and discrete programme elements well integrated resulting in a coherent degree programme?

YES
NO

Please comment:
2.2 Do the relevant learning outcomes align with the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf) and any applicable subject benchmark statements (http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements)?

YES
NO

Please comment:

2.3 Where applicable, does the curriculum match the requirements of any Professional, Statutory and Regulatory Body (PSRB)?

YES
NO
N/A

Please comment:

2.4 Does the structure of the degree programme enable students to demonstrate progression?

YES
NO

Please comment:
2.5 Where appropriate, did the placement make an appropriate contribution to the degree programme?

| YES | NO | N/A |

Please comment:

2.6 For collaborative courses only, do you think that the collaboration between the University and its partner institution(s) is working well?

| YES | NO | N/A |

Please comment:

Section 3: Assessment Process

3.1 Did you receive all the necessary draft assessments/examination papers for comment in good time?

| YES | NO |

Please comment:

3.2. Were the nature and level of questions and tasks appropriate?

| YES | NO |
3.3 If applicable, were the comments you provided in relation to 3.1 and 3.2 acted upon?

YES
NO
N/A

Please comment:

3.4 Did you receive an appropriate number of scripts for scrutiny?

YES
NO

Please comment:

3.5 Were the marking criteria fit for purpose and appropriate?

YES
NO

Please comment:
3.6  Were the standard and consistency of marking appropriate?

YES
NO

Please comment:

3.7  Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?

YES
NO

Please comment:

3.8  Were moderation processes clear?

YES
NO

Please comment:
Section 4: Academic Standards

4.1 Were academic standards appropriate for the award?

   YES
   NO

Please comment:

4.2 Was the overall assessment load for students registered on the degree programme appropriate?

   YES
   NO

Please comment:

4.3 Was the Board of Examiners conducted fairly?

   YES
   NO

Please comment:
4.4 Were criteria for determining borderline cases appropriately and consistently applied?

YES
NO
N/A

Please comment:

4.5 Were arrangements for consideration of mitigating circumstances appropriate?

YES
NO

Please comment:

4.6 In your opinion, are the overall academic standards and achievements at least as good if not better than at other comparable UK institutions?

YES
NO

Please comment:
4.7 For the medical degree (MBChB) programme only, were standard setting processes clear?

YES
NO

Please comment:

Section 5: If applicable, meetings with Students

Although we do not expect you to meet with students in your role as External Examiner, we are keen to have your observations in case you were able to meet with them when you visited the University of Warwick.

5.1 Were you provided with an opportunity to meet groups of students informally to talk to them about their degree programme?

YES
NO

Any comments:

5.2 If you met students, please can you comment on any issues raised by them which the School/Department needs to be aware of?

Please comment:
Section 6: Enhancement of Provision

6.1 Please comment on any areas of good practice, distinctive and innovative features in relation to teaching, learning and assessment that would be worth sharing across the University.

6.2 Are there any areas where you feel that the School/Department and/or University has not responded to your comments or suggestions raised in previous reports?

YES
NO

Please comment:

Section 7: Issues requiring actions/response

7.1 Are there any essential actions – matters, in your opinion which put academic quality and/or standards at risk and require immediate attention from the Head of School/Department?

YES
NO

If you have answered yes, please specify:
7.2 Are there any **advisable** actions – matters where threshold standards are met but, where in your opinion, significant improvement could be made?

YES

NO

If you have answered yes, please specify:

Section 8: Other comments

8.1 Do you have any other comments which you have not been able to mention anywhere else?

YES

NO

If you have answered yes, please specify:

Section 9: Final comments as External Examiner

9.1 If this is your last year as External Examiner, please provide an overview of your experience as an External Examiner:
Approved by Academic Quality and Standards Committee, 5 June 2017

Minor amendments approved by Chair’s action on behalf of the Academic Standards and Quality Committee, 24 October 2017