

**External Examiners’ Report Form – Academic Year 2023/2024**

Please email your completed report to [externalexaminers@keele.ac.uk](mailto:externalexaminers@keele.ac.uk) within **four weeks** of the examination board.

The Keele Code of Practice on External Examining requires all external examiners to provide a full annual report on the quality and standards of the programmes and modules which they have been appointed to oversee.

You are asked to respond freely and fully to all questions on this report form (apart from C.10 and Part D unless applicable), highlighting specific concerns, identifying good practice and supporting your remarks with sufficiently detailed evidence. Your comments are extremely important to us and all external examiner reports will be made available to various internal committees and groups and appropriate statutory and professional bodies. This report will also be shared with students.

If you are the external examiner for provision which is delivered in more than one location or in collaboration with more than one partner, please ensure that your comments differentiate appropriately between the cohorts.

Please also ensure that your report does not name or otherwise identify any individuals (either staff or students) on the programme(s) and/or modules.

**Part A: External Examiner Details and Report Overview**

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| Name of External Examiner |  |
| External Examiner’s home institution (or other affiliation) |  |
| Title of course(s) and/or modules examined (e.g. BSc Human Biology) |  |
| School in which examining was undertaken |  |
| Name of collaborative partner(s) and their location (where applicable – only to be completed where the University has a formal relationship with a partner institution) |  |
| Date(s) of Examination Boards participated in (if you were unable to attend the exam board please also submit [[Proforma B](https://www.keele.ac.uk/qa/externalexaminingandassessment/examinationboards/)[[1]](#footnote-2))](https://www.keele.ac.uk/qa/externalexaminingandassessment/examinationboards/) |  |

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| **A.1 Standards set** | | |
| “In my view, the standards set for the award(s) are appropriate.” | **Yes** | **No** |
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| **A.2 Student performance** | | | |
| “In my view, the standards of student performance are comparable with similar programmes or subjects in other UK institutions with which I am familiar.” | **Yes** | **No** | **N/A \*** |
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| *\* Not applicable – if you are a practitioner and are not in a position to assess the comparability of standards, please indicate here.* | | | |

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| **A.3 Student achievement** | | |
| “In my view, students have the opportunity to achieve beyond the threshold level standards” | **Yes** | **No** |
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| **A.4 Conduct of processes** | | |
| “In my view, the processes put in place by the University for assessment, examination and the determination of awards were sound and fairly conducted.” | **Yes** | **No** |
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| *Please provide any comments.* | | |
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| **A.5 Meetings with students** | | |
| Was it possible to meet with students this academic year? If so, did you meet with students on the programme via an online platform? Please comment on how this was arranged and the insight you gained from the meetings. | **Yes** | **No** |
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| *Please provide any comments.* | | |
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**Part B: External Examiner’s Report Checklist**

**Please indicate Yes, No or N/A to the following questions.**

*Questions 1 and 2 need only be answered by external examiners in their first year of appointment.*

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|  |  | Yes | No | N/A |
| B.1 | Were you adequately informed of your duties as an external examiner? |  |  |  |
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| B.2 | Following your appointment, did you receive sufficient documentation about the programme /modules to enable you to carry out your role as external examiner? |  |  |  |
| B.3 | Assessed work |  |  |  |
|  | 1. Did you receive assessment briefs and marking criteria? |  |  |  |
|  | 1. Was a sufficient sample of coursework made available to you? |  |  |  |
|  | 1. Did you receive a sufficient number of scripts from timed assessments? |  |  |  |
|  | 1. Was the choice of subjects for dissertations/project reports appropriate? |  |  |  |
|  | 1. Was the general standard and consistency of marking appropriate? |  |  |  |
|  | 1. Was assessment feedback provided to students in an electronic format? |  |  |  |
| B.4 | Presentations/performance/recitals/placements |  |  |  |
|  | 1. Were suitable arrangements made for you to gain an insight into this kind of assessment activity where possible for these to take place? |  |  |  |
| B.5 | Assessment Board(s) |  |  |  |
|  | 1. Did you participate in the Subject Examination Board(s) for the modules for which you are responsible? |  |  |  |
|  | 1. Was the organisation and conduct of these meetings satisfactory? |  |  |  |
|  | 1. Did you agree with the board outcomes? |  |  |  |

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| **Any comments relating to questions B1-5** |

**Part C: Detailed Comments**

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| C.1 | **Action taken on issues raised in previous external examiner reports**  *Please comment on the extent to which issues raised by you (or by your predecessor) in previous external examiner reports have been addressed, or are being addressed. Copies of previous external examiner reports can be found at* [*www.keele.ac.uk/qa/externalexaminers/reportsandresponses/*](http://www.keele.ac.uk/qa/externalexaminers/reportsandresponses/) |
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| C.2 | **Overall performance of students**  *Please comment on the overall performance of students and the standard of their achievement in relation to the performance and standard of students across the UK.* |
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| C.3 | **Academic standards of the award**  *Please comment on the academic standards set for the award(s) by reference to published benchmark statements, qualification descriptors and institutional programme specifications.* |
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| C.4 | **Quality of teaching and learning**  *Please comment on aspects of teaching and the students’ learning environment, as indicated by the performance of students on the modules.* |
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| C.5 | **Student feedback**  *Please comment on the quality and quantity of feedback given to students on their assessed work, focusing specifically on whether, in your opinion, the feedback has assisted students with their understanding of how they could improve on future assessments.* |
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| C.6 | **Assessment processes**  *Please comment on the extent to which you feel that the assessments for which you have responsibility have been conducted rigorously, fairly, and with due consideration for the equitable treatment of students.* |
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| C.7 | **Board processes**  *Please comment on the examination board procedures that you observed. To what extent did you feel that procedures were carried out rigorously and in accordance with the regulations and was anonymity of candidates appropriately maintained?* |
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| C.8 | **Commendations for Good Practice**  *Please highlight any aspects of good practice in relation to the programme and/or its modules which should be shared with the University and/or external audiences.* |
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| C.9 | **Recommendations for the School**  *Based upon your above comments, please detail any recommendations which in your view would contribute to the enhancement / improvement of the taught provision and the student experience in the subject. These recommendations may assist the School in the development of their programmes. The School will consider your recommendations carefully and respond to you formally in due course to inform you what action it intends to take in response to your recommendation(s).* |
|  | 1)  2)  3)  [Add additional if required] |

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| C.10 | **Collaborative Provision: overall performance of students at partner institution (if applicable)**  *Please comment on the performance and achievement of students at our partner institution, in comparison to the Keele-based cohort.* |
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**Part D: Optional Comments**

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| D.1 | **Any Other Comments**  *Please provide the University with any other comments relating, for example, to our regulatory framework and procedures.* |
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| D.2 | **Final Exit Report**  *If you have come to the end of your term of office as an external examiner at Keele University, we would like to thank you and ask you to please provide an overview of your period of office. Your comments may be used by us to market our programmes in the future.* |
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Signature of Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date this report completed: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_

On behalf of the Vice-Chancellor, may we take this opportunity to thank you for your contribution to the maintenance and enhancement of academic provision at Keele University. Your work is greatly appreciated.

*Please note:*

*1. The University reserves the right to amend information within external examiner reports prior to publication solely on the grounds of:*

1. *staff or student confidentiality;*
2. *inappropriate comments relating to University policies, regulations or procedures that are outside the remit of the External Examiner.*

*You would be informed if any such amendments were to be made to your report prior to publication.*

*2. If you have found a serious cause for concern, you may wish to report to the Vice Chancellor directly and in confidence. In such a case, please email* [*vc@keele.ac.uk*](mailto:vc@keele.ac.uk)*.*

1. Link to form: <https://www.keele.ac.uk/qa/externalexaminingandassessment/examinationboards/> [↑](#footnote-ref-2)