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# The University of Nottingham

**External Examiner Report Form for a Taught Course**

Please return your report (in this format) via email to [external-examiners@nottingham.ac.uk](mailto:external-examiners@nottingham.ac.uk) **no more than one month** after completion of your duties.

Please note that payment of fees cannot be authorised until receipt of your full report for the year and **completed signing on form**. The signing on form is available for download at:

<http://www.nottingham.ac.uk/academicservices/staffinformation/informationforexternalexaminerstaughtcourses/feesandexpenses.aspx>

**Reference to particular students or staff should not be made within the University reports as these will be discussed at Learning Community Forum.** External Examiner reports may also become public documents under Freedom of Information requests and the QAA Quality Code for Higher Education in future and the University will assume that you give your consent to such disclosure as the University deems appropriate.

You may if you wish make a written report on any confidential matters direct to the Vice-Chancellor. Such reports should be sent to the Vice-Chancellor’s Office, Trent Building, University Park.

Your operating system may not support spell checking in this form. To ensure your content is spell checked please write your response in your preferred word processor or text editor and cut and paste it into the form.

The University of Nottingham requires all external examiners to supply the following information:

If this report covers programme(s) offered at the University’s International Campuses please indicate as appropriate.

*Please type your responses in the grey boxes using the tab key, arrow keys or mouse to navigate through the form.*

**Examiner Details**

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| Name of External Examiner: |  |
| External Examiner's home institution  (or other affiliation): |  |
| School in which examining undertaken: |  |
| Degree(s)/module(s) examined:  (please ensure all Degree(s)/modules(s) this report relates to are listed) |  |
| Campus in which degree(s)/module(s) examined: |  |
| Level: |  |
| Academic year: |  |
| Date of report submission: |  |

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| **1** | **General Information** | | |
| 1.1 | Did you receive appropriate briefing material to allow you to carry out your role effectively (e.g. Course Handbook, Regulations, programme specification etc)? |  | |
| 1.2 | If you are newly appointed were you given the opportunity to attend an induction event? |  | |
| 1.3 | Did the general process of External Examining run smoothly? |  | |
| 1.4 | Did you visit The University of Nottingham’s external examiner website? <http://www.nottingham.ac.uk/academicservices/staffinformation/InformationforExternalExaminersTaughtCourses/index.aspx> |  | |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| **2** | **Draft Examination Papers** | | |
| 2.1 | Did you receive all draft examination papers for approval? |  | |
| 2.2 | Were the nature, spread and level of the questions satisfactory? |  | |
| 2.3 | Did you receive all draft examination papers in sufficient time? |  | |
| 2.4 | Were suitable arrangements made to consider your comments? |  | |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| **3** | **Marking Examination Scripts** | | |
| 3.1 | Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent? |  | |
| 3.2 | Did you receive scripts in sufficient time? |  | |
| 3.3 | Were all or a sufficient number of scripts in the sample you reviewed moderated internally? |  | |
| 3.4 | Was the general standard and consistency of marking appropriate? |  | |
| 3.5 | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? |  | |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| **4** | **Clinical Examinations (if applicable)** | | |
| 4.1 | Were satisfactory arrangements made for the conduct of clinical assessments? |  | |
| 4.2 | Was the assessment of such work satisfactory? |  | |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| **5** | **Coursework/continuously assessed work** | | |
| 5.1 | Was sufficient coursework made available to you to enable you to make a sound judgement on standards achieved? |  | |
| 5.2 | Was the general standard and method of marking appropriate? |  | |
| 5.3 | Was the course work marked in such a way as to enable you to see the reasons for the award of given marks? | |  |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| **6** | **Exam Board Meeting** | | |
| 6.1 | Were you able to attend the exam board meeting? |  | |
| 6.2 | Were you given sufficient notice of the meeting? |  | |
| 6.3 | If you did attend, was the Exam Board conducted properly and in accordance with established procedures? |  | |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| **7** | **Academic Standards** | | |
| 7.1 | Are the academic standards and the achievements of students comparable with those in other UK higher education institutions at which you have experience? |  | |
| 7.2 | Are the academic standards and the achievements of students at Ningbo/Malaysia comparable with their peers at the Nottingham UK campus |  | |
| 7.3 | For those external examiners not in their first year of appointment, are the standards and achievement of students of a comparable standard to those in previous years? |  | |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* | | | |
| 7.4 | Please comment on the extent to which standards are appropriate for the award or award element under consideration and the comparability of the standard of the examined course with similar programmes at other institutions with specific reference to national benchmark statements where appropriate. In addition, please also include comparisons between courses at the Malaysia/Ningbo campuses with courses at the Nottingham UK campus. | | |
| *Comments (please identify examples of good practice or particular difficulties encountered)* | | | |
| **8** | **Teaching and Learning**  Please comment on the quality of teaching and learning methods which may be indicated by student performance. Where appropriate, please include comments on courses at the Ningbo/Malaysia campuses in comparison to their peers at the Nottingham UK campus**.** | | |
| *Comments (please identify examples of good practice or particular difficulties encountered)* | | | |
| **9** | **Curriculum -** please comment on its aims, content and development. | | |
| *Comments (please identify examples of good practice or particular difficulties encountered)* | | | |

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| **10** | **Recommendations in previous reports(s)** if relevant, please comment on the extent to which the School has addressed any recommendations made in previous report(s). |
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| **11** | **FINAL EXIT REPORT** for examiners completing the final report for their term of office.  As these comments will be shared with students please can you ensure that you write in a style that will engage with students and be informative and interesting.  Please give an overview of your time as an external with the University, highlighting any significant changes in standards and developments that have taken place.  How your recommendations have been implemented and any other issues you feel are appropriate to raise. |
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For office use only

Head of School/DELEGATE’S Response to External Examiner(s) Report

for Taught Course

This section is designed to provide a response to Taught Course External Examiners’ Reports. It should be completed when a School has had the opportunity to formally discuss Taught Course External Examiners’ reports noting any issues that arose and the actions planned or taken by the School.

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| --- | --- |
| **Name of External Examiner(s):** |  |
| **Head of School:** |  |
| **School:** |  |
| **Degree(s)/module(s) examined:** |  |
| Level: |  |
| **Period of report(s):** |  |
| **Date of response submission:** |  |

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| **Please note the main issues requiring action arising from the above named report.** |
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| **Please list planned (or completed) responses to the issues noted above.** |
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| **Any further comments.** |
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| **School response prepared by:** |
| **Discussed and agreed at Course Management Committee on:** |
| **Discussed at School Teaching Committee on:**  **(Teaching Administrator to insert this date)** |
| **This response should be forwarded to** **for onward transmission to the external examiner and relevant Faculty/School committees.** |
| ***Please note: A copy of the response will be forwarded to the External Examiner by the School.*** |

Schools should email the completed response to [external-examiners@nottingham.ac.uk](mailto:external-examiners@nottingham.ac.uk) and the External Examiner.

*This form is available for download at: http://www.nottingham.ac.uk/academicservices/staffinformation/InformationforExternalExaminersTaughtCourses/index.aspx*