**UoNO Verification External Reviewer template**

An approved External Reviewer is required to complete this process on an annual basis.

An External Reviewer will annually review all external learning products completing any of Phases 1, 2 or 3 of verification that year. They will be asked to review materials produced by the UON Academic Expert(s), including verification reports and reviews of outcomes.

The purpose of the external annual review is to to establish whether the regulations and processes around verification are being correctly implemented and to give external advice as to how the policy and process might be improved. It will enable the University to ensure that the learning products being verified are of a suitable standard, and that the student performances are judged appropriately.

The aim of this process is not to scrutinise learners’ work or individual programmes/teaching materials that have been verified.

UoNO are to recruit this external reviewer using the approach described in the External Examiner for taught courses process. External Reviewers are appointed on an annual basis up to a normal maximum of four years' service. UoNO will need to ensure that they nominate suitable candidates for the roles of External Reviewer using the External Reviewer Nomination forms.

## Induction to the role will be provided by the UoNO Academic Director and the Head of Educational Excellence Support.

For the Annual review, the external reviewer should be provided with:

* A copy of the verification process and guidance and a copy of the verification regulation
* Access to all verifications/verification reviews and reviews of outcomes (Phases 1, 2, and 3) completed within the last 12 months, including all associated paperwork.
* A copy of this form

The external reviewer is asked to sample from the completed verifications/verification reviews to ensure that process has been followed.

The external reviewer is asked to review at least 50% of the verifications/verification reviews completed within the last 12 months, up to a maximum of 20.

The external reviewer should liaise with the Academic Director to ensure that they have all necessary information.

The external reviewer is asked to complete this External review form, answering the following questions:

External examiner name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home institution (or other affiliation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School in which examining: UoNO

How many verifications/verification reviews did you review, and what was the total number completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CPD courses examined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_

# **Matters arising from previous report (if applicable)**

1. Are you a returning external examiner? Yes / No
2. Did you receive a written response to your last report? Yes / No
3. Were any specific recommendations suggested in your report from last year?Yes/No
4. Were your recommendations addressed by the School? Yes / No
5. If your recommendations have not been addressed, please provide details below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Administrative Processes**

1. Were the administrative arrangements satisfactory regarding your appointment this year (if applicable)? Yes / No
2. If relevant, were you given the opportunity to complete an induction this year?

Yes/No

1. Did you receive or have access to relevant information/resources required to facilitate your role? Yes / No
2. Was a proportionate amount of Academic Expert reports made available to you to enable you to make a sound judgement on standards achieved? Yes / No
3. If you stated ‘No’ to any of the above questions, please expand on this below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewer questions:**

Were you able to select a sample at your own discretion? Yes / No

Were you able to see all the necessary documentation to thoroughly undertake this review?

Yes / No

Are you able to confirm that correct process has been followed in all cases? Yes / No

If more information is required (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

‘More information required’ should be checked only if the academic director is not able to provide the requested information.

If you answered ‘no’ to any of the above questions, please expand here: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Improvements:

Please highlight any notable improvements in provision from the previous year (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Good Practice:

Please highlight up to five features of good practice identified within the School that you would like to share with the wider University community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Areas of Concern:

Do you have any recommendations for alterations to the process? Yes / No

If yes, please expand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other issues, not previously mentioned in an earlier section, that you feel need addressing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Matters for Attention

Please provide a summary of individual actions you recommend either for consideration by the School or as matters for urgent attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Final Exit Report:

Please give an overview on your term of office including comments on any significant changes in standards any developments that have taken place, the implementation of any recommendations and/or any other issues which you feel appropriate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

External reviewer Name:

Signature:

Email address:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Head of School/Delegate’s Response to External Examiner(s) Report for External Review of Verification of courses**

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

Name of External Examiner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: UoNO

CPD courses examined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_

Date of response submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note the main issues requiring action arising from the above named report:

Please list planned (or completed) responses to the issues noted above:

Any further comments:

School response prepared by UoNO Academic Director Name:
Signature:
Email address:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussed and agreed at Verification Management Committee (if applicable) on:

Discussed at School Teaching Committee on:

Please note the school is responsible for response forwarding this response onto the external reviewer as well as sending a copy to the Quality and Student Management Systems team for QSC consideration (ss-qsc-cases@exmail.nottingham.ac.uk).