

BLACKPOOL AND THE FYLDE COLLEGE EXTERNAL EXAMINERS REPORT FORM

All reports should be submitted by e-mail to: HigherEducation@blackpool.ac.uk

Note:

- This report would normally be completed on the day of an external's visit to attend the meeting of the Programme Board of Examiners; where this is not possible reports should be submitted within two weeks of the final Programme Board of Examiners.
- If this report covers more than one programme, please make clear which programmes the statements refer to, or provide a separate report for each programme covered.
- Information may be disclosed to comply with Freedom of Information and other legislation. Reports and departmental responses to the reports (Section B only) are made available to students. Reports should therefore avoid direct references to individual staff or students of Blackpool and The Fylde College.

Please refer to the documents, [External Examining Principles](#), [External Examining - Putting The Principles Into Practice](#) and [External Examining Principles: Reflective Questions](#) published by the QAA when completing this report.

All Sections Must Be Completed in Full

SECTION A	
Name of Examiner:	
Correspondence Address:	
Email Address:	
Named Award and Level:	
Year Report Applies to:	

Section B

Section B1: Comparability of Standards

		Agree	Disagree	N/A
a	In my view the standards set for the awards were appropriate for qualifications at this level, in this subject			
b	In my view the standards of student performance were comparable with similar programmes or subjects in other UK institutions with which I am familiar			
c	In my view the quality of students' assessment opportunities were appropriate for qualifications at this level, in this subject			
d	In my view the processes for assessment, examination and the determination of awards were sound and fairly conducted			

e	If you answered Disagree to any question in Section 1, please provide a brief statement of the respect(s) in which they fall short and make suggestions for improvement

Section B2: Information and Preparation

Did you receive satisfactory and sufficient information (either in hard copy format, electronically or through the VLE) to enable you to undertake your role as an External Examiner?

		Yes	No	N/A
a	Programme content/programme objectives/teaching and learning/student assessment schedules (e.g., Programme Handbook/programme and module specifications/access to VLE resources)			
b	Assessment criteria and/or grade descriptors			
c	Institutional policies and regulations (e.g., Academic Regulations)			
d	New External Examiners only: did you have access to a report from the previous External Examiner(s) (If applicable)?			

e	Please provide any additional comments:

Section B3: Programme Content/Assessment Methodology

		Yes	No
a	Were you asked to comment/advise on programme content and/or structure?		
b	Were you asked to comment/advise on assessment processes used and/or assessment workload for students?		

c	Please provide any additional comments:

Section B4: Academic Standards and Quality

		Yes	No	N/A
a	Were the standards of the award appropriately set with reference to the Framework for Higher Education Qualifications ?			
b	Were the standards of the award appropriately set with reference to national Subject Benchmark Statements ?			
c	Were the standards of the award appropriately set with reference to Professional, Regulatory and Statutory Bodies requirements.			
d	Were the stated aims of the programme(s)/module(s) appropriate?			
e	Did the assessment for individual modules adequately test the stated learning outcomes of the modules?			
f	Were the programme(s)/module(s) current and valid?			
Were the following aspects appropriate and comparable to other colleges/universities of which you had experience?			Yes	No
g	Programme/module aims			
h	Programme/module structure and content in relation to the aims			
i	Programme/module intended learning outcomes			
j	Teaching methods			
k	Assessment methods			
l	Mechanisms for programme monitoring and review			
m	Profile of degree classifications or marks			

n	Please provide any additional comments:

Section B5: Assessment

		Yes	No
a	Was the assessment workload for students appropriate?		
b	Did you receive draft examination papers/assessment briefs for comment (verification)?		
c	Was the time you were given for verification sufficient?		
d	Was the standard of internal marking appropriate i.e., consistent and in line with assessment criteria and grade descriptors?		
e	Was the quality and quantity of feedback provided to students satisfactory?		
f	Was there evidence of internal moderation in line with the College's regulations?		
g	Did you receive a sample of work to moderate in line with College's regulations?		
h	Was the time you were given for moderation sufficient?		
i	Were any disability issues adequately addressed in the assessment process?		
j	Did you have an opportunity to attend any assessments or meet with students?		

k	Please provide any additional comments:

Section B6: Boards of Examiners

		Yes	No
a	Did you attend the Module and/or Programme Board of Examiners meetings?		
b	Was the operation of the Board(s) efficient?		
c	Was all relevant data available for consideration by the Module and/or Programme Board?		
d	Were all the candidates dealt with fairly and objectively by the Programme Board?		
e	If applicable, were decisions made by the Board(s) in line with the College's regulations?		

f	Please provide any additional comments:

Section B7: Aspects of Good Practice

a	Please comment on any aspects of good practice which should be shared with the College and/or external audiences and which you have not included above

Section B8: Recommendations

		Yes	No
a	Where applicable, do you feel that the Curriculum Area/programme team has made appropriate response to your comments or those made by previous External Examiners?		

b	Were there any issues that continue to raise concern?

c	Do you have any observations on any specific issues in relation to the programme(s) or module(s) which you have responsibility for?

d	Are there any suggestions for improvements that you wish to make about College's procedures?

Section B9: Overview of Term of Office (For External Examiners in their final year)

		Yes	No
a	Is this your final year of appointment?		
b	If YES, we would welcome a general evaluative overview of the programme(s)/module(s) with which you have been associated.		

SECTION C

CONFIDENTIAL REPORT TO THE PRINCIPAL AND CHIEF EXECUTIVE (if appropriate)

External examiners reports are considered by the College. External examiners should avoid reference by name to individual members of staff or candidates in their reports. If there are any matters of a personal or confidential nature these may be raised in a separate confidential report/letter which should be sent directly to the Principal and Chief Executive.

I have provided a confidential report to the Principal and Chief Executive

Please note, it will not be possible to release payment of any fees until the report has been submitted.

Signature:

Date: