** Academic Year 2023-2024**

# External Examiner's Annual Report Form

## Guidance on completing this form

External Examiners are asked to complete this form at the end of each year of appointment. On completion of their term, Examiners are asked to pay particular attention to items which have improved, deteriorated or constantly re-surfaced over this time in respect of programme administration, structure, delivery, assessment or student performance.

Your comments will contribute significantly to the University’s quality assurance processes. We would be grateful if you could highlight both positive and negative aspects.

## Submission

The report form can be downloaded at [www.reading.ac.uk/exams/extex](http://www.reading.ac.uk/exams/extex) and completed electronically in MS Word format, then emailed to examiners@reading.ac.uk.

Please submit your report no later than the following deadlines:

* For programmes which finish in the summer of 2024: **31 July 2024**
* For programmes which finish in the autumn of 2024: **15 November 2024**

## Circulation

The contents of this report are available under the Freedom of Information Act (2000). Please omit the names of staff and students from this report to maintain appropriate confidentiality. External Examiners are asked not to include any reference which could lead to the identification of individual students or which could lead to an adverse inference being drawn in respect of an individual member of staff.

If you wish to raise issues in stricter confidence, you may send a confidential letter directly to the Vice-Chancellor (care of the address above).

Your report will be circulated to the School Director of Teaching and Learning, the Programme Director, and the Head of School/Department, the Chair of the of the Board of Studies and the Staff-Student Liaison Committee. It is also available on request to students on the programme, the Reading University Students’ Union Education Officer, the Teaching and Learning Dean and the Pro-Vice-Chancellor (Teaching and Learning).

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# External Examiner's Annual Report 2023/24

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| **External Examiner’s Name** |  |
| **Signature**  |  |
| **Today’s date** |  |
| **Name of External Examiner’s home institution** (if applicable) |  |
| **Name of Programme(s) or Modules examined:** (eg. BSc Music Technology) |  |
| **Level of Award**(Undergraduate or Postgraduate) |  |

The University requires that the assessment of all taught programmes is conducted in accordance with its Code of Practice on the External Examining of Taught Programmes.

**Do you consider that the process of assessment and determination of awards is sound and has been conducted rigorously, fairly, reliably and consistently, in accordance with the University’s Assessment Handbook?**

**Yes No**

If 'no', please comment below or refer to relevant sections in the main body of your report.

**Academic Year 2023-2024**

# PART 1: External Examiner’s Checklist

Please complete the right hand column by entering one of these options:

**Y** Yes

**N** No

**NA** Not Applicable

If you wish to provide comments on any of the points, please do so in the space provided at the bottom of the checklist.

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| **Did you receive the following programme materials?** |
| Programme handbook(s) |  |
| Programme specification(s) |  |
| Module descriptions |  |
| Assessment briefs / Marking Criteria |  |

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| **Draft examination papers**  |
| Did you receive all the draft examination papers? |  |
| If not, was this at your request? |  |
| Were the nature and level of the questions appropriate? |  |
| Were suitable arrangements made to consider your comments? |  |

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| **Marking examination scripts** |
| Did you receive a sufficient number of scripts? |  |
| If you did not receive all the scripts, was the method of selection satisfactory? |  |
| Was the general standard and consistency of marking appropriate? |  |
| Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? |  |

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| **Dissertations and project reports** |
| Was the choice of subjects for dissertations appropriate?  |  |
| Was the method and standard of assessment appropriate? |  |

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| **Coursework and continuously assessed work** |
| Was sufficient coursework made available to you for assessment? |  |
| Was the method and general standard of marking and consistency satisfactory? |  |

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| **Orals, performances and professional placements** |
| Were suitable arrangements made for you to conduct orals, British Sign Language practicals and/or moderate performances/recitals? |  |
| Were professional placements appropriate? |  |

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| **Final Examiners’ Meeting** |
| Were you able to attend the meeting? |  |
| Was the meeting conducted to your satisfaction? |  |
| Were you satisfied with the recommendations of the Board of Examiners? |  |

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| **If you wish to provide comments on any of the points above, please use this space.**  |
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# PART 2: Curriculum

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| 2 i) Please comment on whether the programme and its component parts are coherent and are aligned with/meet the requirements of: 1. the relevant qualification descriptor set out in the Framework for Higher Education Qualifications;
2. where applicable, the relevant subject benchmark statement;
3. where applicable, relevant professional, statutory or regulatory bodies (PSRBs).
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| 2 ii) Please comment on whether the curriculum is up to date. |
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# PART 3: Assessment

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| 3 i) Please comment on whether the types of assessment are appropriate for the subject, the students, the respective level of study and the expected outcome, and whether the assessment tasks are able to differentiate between students. |
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| 3 ii) Please comment on whether the marking criteria and criteria for classification have been properly and consistently applied, whether they are set at the appropriate level and whether marking is fair and reliable. |
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| 3 iii) Please comment on whether the assessment processes were carried out in accordance with the University’s regulations and procedures, and whether moderation procedures were satisfactory. |
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# PART 4: Comparability of Standards and Student Performance

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| 4 i) Please comment on whether modules at the same level within the programme are of a comparable standard, and the standard of students’ performance in comparison with programmes in other institutions with which you are familiar. |
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| 4 ii) Please comment on the strengths and weaknesses of the students’ performance. |
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# PART 5: Enhancement of Quality

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| On the basis of your observation of the assessment process and student performance, please offer any comments you might have (including suggestions for enhancements) on:1. the programme specification; the assessment regime; the curriculum, its aims, content and development; resources; and teaching and learning methods.
2. the overall strengths and weaknesses of the programme.
3. good practice which you have identified.
4. suggestions for improvements based on experience at other institutions.
5. the coherence and appropriateness of the University’s policies and procedures relating to External Examiners.
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| 5 vi) External examiners are invited to make any other comments. |
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# PART 6: Review

**If you have been an External Examiner for the University of Reading in previous years:**

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| 6 i) Did you receive any feedback on last year’s external examiners’ reports? |
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| 6 ii) Do you consider that the comments offered in your previous reports have been considered and appropriately acted upon? |
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| 6 iii) If you have now finished your term (usually after four years) you are invited to comment on your tenure at the University of Reading as a whole. |
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**Thank you very much for completing this form.**

**Please ensure the for is returned to the Exams Office (****examiners@reading.ac.uk****)** and please also include a Claim Form for expenses, downloadable here:[External examiner annual reports (reading.ac.uk)](https://www.reading.ac.uk/exams/information-for-staff/external-examiners/external-examiner-annual-reports). Please note that your fee payment will be automatically triggered once your report has been processed to the details you provided when you signed your contract.