



Arden University External Examiner's Annual Report 2019/20

Guidance on completing this form

External Examiners are asked to complete this form annually. When completing the comments section of this report, you should pay particular attention to any areas that have improved, deteriorated or items that have been raised within your interim reports but remain ongoing relating to administration, academic standards, assessment or student performance. You should refer to the Course Committee External Examiner action plans when completing your report, these will be provided to you by the Quality Team.

Submission

This report should be completed and submitted electronically to Katie Snow ksnow@arden.ac.uk along with expenses and fee claim within two weeks of the Subject Board. Please note that payment of expenses and fees will only be processed upon receipt of a satisfactory report.

Response and Circulation

Reports will be published to students and we therefore ask that you do not make reference to individual students or staff members in the report. Where such reference is made, Arden University reserves the right to edit such detail prior to publication.

You will be provided with a formal response to your report within two months of receipt.

In the event of any serious concern, you have a right to raise such matters directly with Prof Carl Lygo Vice-Chancellor of Arden University, if necessary by means of a separate confidential written report.

Name of External Examiner	
Date of Subject Assessment Board	
Title of Programme(s)	
Modules Reviewed	
Date of Report	

Declaration:

By completing this report, I confirm that all issues identified during my tenure as external examiner for Arden University have been raised appropriately, where necessary, and I am otherwise satisfied with the programmes within my prevue.

This report should be completed and submitted electronically to Katie Snow ksnow@arden.ac.uk along with expenses and fee claim within two weeks of the Subject Board. Please note that payment of expenses and fees will only be processed upon receipt of a satisfactory report.

SECTION A – Standards

Please indicate [X] your level of agreement with each of the statements in each section and comment in more detail in the space below. If you have no recommendations for improvements please highlight the areas of good practice which negate the need for development in each area. If there are both Blended and Distance Learning modes of study, please comment on the comparability of standards.

1. Academic Standards	Strongly agree	Generally agree	Generally disagree	Strongly disagree	Not applicable
1.1 Standards for the modules were appropriate for the modules under consideration by the Subject Assessment Board					
1.2 Aims and intended learning outcomes for individual modules were defined clearly and made explicit to students in a published document					

Comments on Academic Standards:

Academic Standards at Arden University could be improved by:

2. Assessment	Strongly agree	Generally agree	Generally disagree	Strongly disagree	Not applicable
2.1 I feel able to fulfil my external examination role based on the range of assessed material and information provided.					
2.2 Assessments in modules of the same level are of a comparable standard					
2.3 Assessment criteria and marking schemes are set at the appropriate level					
2.4 The types of assessment are appropriate for the subject, students, the respective level of study and the expected outcomes					

Comment on Assessment:

Suggestions for improving assessments at Arden University:

3. Marking and Assessment Procedures	Strongly agree	Generally agree	Generally disagree	Strongly disagree	Not applicable
3.1 Student feedback is of sufficient quality, quantity and consistency based on the assessed work.					
3.2 The profile of student marks across the modules were sampled appropriately					
3.3 Procedures governing mitigation/extenuating circumstances, academic integrity/misconduct and borderline performances have been considered fairly and in accordance with Arden University's regulations.					

Comment on Assessment Procedures:

4. Student Achievement	Strongly agree	Generally agree	Generally disagree	Strongly disagree	Not applicable
4.1 Academic standards at Arden University are comparable with other UK HEIs.					
4.2 Student achievement at Arden University is comparable with other UK HEIs					
4.3 Standards and student achievement are comparable across the modules within my remit.					
4.4 Standards and student achievement are comparable across all cohorts and delivery modes. (Where applicable).					

Comment on Student Achievement (including strengths and weaknesses of students' performance):

Concerns with Student Achievement at Arden University:

Recommendations for improving Student Achievement at Arden University:

5. Subject Assessment Board	Strongly agree	Generally agree	Generally disagree	Strongly disagree	Not applicable
5.1 The conduct of the Subject Assessment Board was satisfactory					
5.2 The recommendations made by the Subject Assessment Board were satisfactory					
5.3 All students were considered fairly by the Subject Assessment Board					
5.4 The administrative and organisational arrangements for the Subject Assessment Board enabled me to carry out my duties effectively					

Comment on conduct of the Subject Assessment Board:

Recommendations to make Subject Assessment Boards more effective:

SECTION B – Quality and Enhancement

Please comment and/or provide recommendations in the boxes below. If there are both Blended and Distance Learning modes of study, please note if your comments refer to one or the other or to both.

6. Curriculum Currency

Detail the curriculum areas which are current and of high quality and suggest areas for improvement.

7. Learning and Teaching

Explain how the standard of learning and teaching meets, or does not meet, your expectations and comment on how this could be improved.

8. Learning Opportunities

Give examples of additional opportunities which could be offered to students to enhance the quality of learning.

9. Concerns

Please note any issues which require attention.

10. If applicable, please state whether issues raised in your previous report(s) have been/are being addressed to your satisfaction.

11. Any other comments.

Thank you for completing your report.