

**External Examiner Module Feedback Form**

Subject Standards Examiners appointed to modules at Levels 5, 6 and 7 (and where applicable Preparatory and Certificate levels) will review a sample of students' work to enable them to carry out their full responsibilities specified in the University’s academic regulations. The sample will normally be a minimum of 20 items of assessed work for each module (or, if fewer, the total number of items of assessed work submitted). This will be spread across the range of assessment tasks and all classification bands and failing grades. For postgraduate dissertations the normal sample size will be 10 items of assessed work. The sample will normally exclude coursework submitted before teaching week 8 as this is returned to students within the semester/academic year for feedback purposes.

* Subject Standards Examiners will also affirm that the marks proposed by the Module Internal Examiner(s) are appropriate for confirmation and publication to students or recommend to the Chair of the Subject Standards Board that a remarking of some or all of the assessment components be undertaken prior to the publication of marks. (It should be noted that Subject Standards External Examiners are not authorised to request alteration to the marks of individual students).

This form is to be completed by the Subject Standards External Examiner after the samples have been reviewed. After completing the form, the External Examiner should submit it to the Academic Liaison Tutor and Chair of the Subject Standard Board. Please note that the Module Feedback Form should be completed and submitted BEFORE the Subject Standard Board meeting takes place.

**Section A: External Examiner details**

|  |  |
| --- | --- |
| **External Examiner Name** |  |
| **Institution Name** |  |
| **External Examiner Email address** |  |

**Section B: Module details**

|  |  |
| --- | --- |
| **Collaborative Partner Name** |  |
| **Course Title/Award(s)** |  |
| **Academic Year** |  |

Please add additional rows if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | ***Level*** | ***Type of assessment and weighting*** | ***Number of samples received*** |
| eg BA5F01SS | e.g Business Decision Making |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section C - Confirmation of assessment and marks**

* **Please confirm that students have been assessed fairly and have been judged on whether they have achieved the aims and learning outcomes of the course as stated in the course and module specification and our general educational aims.**
* **Please confirm that the range of marks given by internal examiners to students fairly reflects the standards of those students’ performance, having regard to standards elsewhere in UK higher education.**
* **Please repeat the rows if needed to record feedback on additional modules.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **Have students been assessed fairly?** | **Has assessment process has been conducted in accordance with these regulations and course specific regulations** | **The range of marks given by internal examiners to the students’ fairly reflects the standards of those students’ performance** |
| E.g.  BA5F01SS | Yes/I can confirm this | Yes/I can confirm this | Yes/I can confirm this |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please record any additional comments including recommendations for the University and/or Collaborative Academic Partner to consider.

**Section D - External Examiner Declaration**

Name:

Signature:

Date: