

**AQD028 Response to External Examiner Report** **- Subject Standards Board**

|  |  |
| --- | --- |
| **Name of External Examiner** |  |
| **School** | AAD  GSBL  SCDM  SHSC  SSSP  SBE |
| **Name of Collaborative Partner (if applicable)** |  |
| **Name of Academic Liaison Tutor (for Collaborative Provision only)** |  |
| **Name of Subject Standards Board** |  |
| **Response prepared by** |  |
| **Date of response** | *dd-mm-yyyy* |

The headings in the table below provide prompts to ensure a complete response to the External Examiner’s report. **Use only those that are relevant to issues raised in the report**. These may include areas of good practice as well as areas for improvement.

For collaborative provision, the Course Leader based at the collaborative partner institution will be responsible for completing the response report and will liaise with the School (Academic Liaison Tutor) prior to sending the final version of the report the External Examiners Coordinator in Academic Quality and Development. .

For all UG courses and modules except the summer modules and PG dissertations, the response report must be completed by **31st October** and sent to the External Examiner, Head of School and Head of Subject. A finalised copy must also be submitted to Academic Quality and Development via [externalexaminer@londonmet.ac.uk](mailto:externalexaminer@londonmet.ac.uk).

**Part A: Response to EE report for induction, course materials and assessment process**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue raised** | **Response** | **Further action** | **By whom action to be completed and date** |
| **Course Materials:**  1. Course Handbooks  2. Course Specs  3. Module Specs | 1.  2.  3. |  |  |
| **Assessment Processes**  1. Assessment Briefs/Marking Criteria received in a timely manner  2. Draft Exam Papers: Sent in a timely manner and EE comments acted upon  3. Exam Scripts:  - Opportunity to inspect Marking process & consistency in marking  - Appropriateness of marks  - Feedback to students  4. Dissertation/project reports  5. Coursework/continuously assessed work  - All draft new coursework briefs sent  - Timeliness of receipt of new coursework briefs  - External Examiner’s comments acted upon  6. Orals, performances and professional placements | 1.  2.  3.  4.  5.  6. |  |  |

**Part B: Response to EE report for quality and academic Standards**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue raised** | **Response** | **Further action** | **By whom action to be completed and date** |
| **Quality & academic standards:**  1. Academic standards set for the awards are appropriate for qualifications at this level, in this subject and have been maintained during the past academic year  2. Students’ achievements compare with other higher education institutions  3. Assessment and examination processes are sound and fairly conducted as per the University’s regulations  4. Quality of student work | 1.  2.  3.  4. |  |  |

**Part C: Collaborative Provision (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue raised** | **Response** | **Further action** | **By whom action to be completed and date** |
| **Collaborative provision:**  1. Academic standards and levels of student achievement measured against university regulations  2. Standards comparable with the in-house delivered provision  3. Communication with the partner(s)?  4. Assessments carried out in accordance with the University’s regulations and procedures | 1.  2.  3.  4. |  |  |

**Part D: Response to External Examiner’s overall comment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue raised** | **Response** | **Further action** | **By whom action to be completed and date** |
| **Overall comment:**  1. Overall impression of the academic health and management of the course(s)  2. Overall impression of the quality assurance mechanisms of the course  3. Overall curriculum meet student needs  4. Overall quality of teaching and learning | 1.  2.  3.  4. |  |  |

|  |  |
| --- | --- |
| **Additional Comments** | **Details** |
| Any issues raised by External Examiners which are not covered in Part A to D of the response template |  |
| Any good practice identified by External Examiners |  |

**Part E: Response reviewed and approved**

**Sign off:** I confirm that the response has been made adequately to the External Examiner’s report.

|  |  |
| --- | --- |
| **Course Leader Name:** | **Signature:** |
| **Academic Liaison Tutor Name (if applicable):** | **Signature:** |
| **Head of School Collaborative Partnerships Name (if applicable):** | **Signature:** |
| **Head of Subject Name:** | **Signature:** |
| **Head of School Name:** | **Signature:** |