#### Course Director:

#### Course Administrator:

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|  |  | External Examiner Report Cover Sheet (Taught Courses) |

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| Name: |
| Institution/Professional Affiliation: |
| Course Title or Modules Examined: |
| Cranfield School which runs course: |
| Academic Year: |
| Address (if changed since appointment or last report): |

***Please tick the statement that most closely corresponds with your view of the course***

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| --- | --- | --- |
| A | The standards set for the course or modules above were appropriate for qualifications at this level. The assessment processes and the marking and classification schemes were appropriate, and the Board of Examiners meeting (if attended) was conducted satisfactorily.  **The comments in my report are provided as suggestions or advice only, and do not represent any significant risks to current or future quality of the course.** |  |
| B | The standards set for the course or modules above were appropriate for qualifications at this level. The assessment processes and the marking and classification schemes were appropriate, and the Board of Examiners meeting (if attended) was conducted satisfactorily.  **HOWEVER, I believe there are some risks to the future assurance of the course, which are outlined in my report and would advise the course team to consider these carefully.** |  |
| C | I have concerns about the standards set for the course or modules above and/or the assessment processes and marking classification schemes and/or the conduct of the meeting of the Board of Examiners.  **In my opinion, immediate action is required to ensure the future quality of the course.** |  |

***Please indicate whether: you are satisfied already that your comments have been addressed by the course team, or whether you wish to receive a formal response to your written report from the course team:***

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| --- | --- |
| I am satisfied through discussions with the course team that my comments are being addressed appropriately and do not require any further written response to my report. |  |
| I would like to receive a written response from the course team (within 6 weeks), outlining their consideration of comments and recommendations. |  |

***Please answer the following statement, by ticking the relevant box below:***

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| --- |
| In my opinion, the overall experience for students (compared with equivalent postgraduate provision at other UK higher education institutions) is:  excellent  above average  average  below average  very poor  *I feel unable to give such an opinion* |

|  |  |
| --- | --- |
| I have attached my Annual Report as detailed in the Guidance Notes (see page 2) |  |

**Please return this form, with your report to: The Vice-Chancellor, C/O Exams and Examiners Team, Education Services, Bldg 45, Cranfield University, Bedfordshire, MK43 0AL:** [**Registryexams@cranfield.ac.uk**](mailto:Registryexams@cranfield.ac.uk)

GUIDANCE NOTES

**Role of External Examiner**

The primary role of an external examiner is to make judgeabout the comparability of Cranfield’s standards with those of other universities, and to check for the level, range and consistency in the internal marking of examination scripts, theses, etc. Full details of the role and responsibilities of externals examiners are provided in the Senate Handbook on Positions of Responsibility in Learning, Teaching and Assessment, which can be found online at:

<http://www.cranfield.ac.uk/about/governance/quality-assurance/>

**Annual Report**

External examiners submit a report to the university on an annual basis (usually after the examination board meeting) for each course to which they are appointed.

There is no standard template for the report however it is expected to focus on, but not be limited to, the following aspects of the course:

1. Whether or not the academic standards of the assessment processes and resulting assessed work are at Masters level, as defined by the UK Quality Code for Higher Education and related guidance issued by the University.
2. whether or not the assessment processes measured student achievement rigorously and fairly against the intended learning outcomes of the course;
3. whether or not the assessment processes were conducted in line with the policies, regulations and other guidance provided on appointment;
4. the extent to which standards are comparable with similar programmes in other UK higher education institutions of which you have experience;
5. any good practice and/or innovation relating to learning, teaching and assessment;
6. any opportunities to enhance the quality of the learning opportunities provided to students.

You may additionally wish to comment on:

* whether the objectives of the course are clearly defined;
* the course structure and content;
* the teaching quality and methods;
* the assessment methods and processes, and the schemes for marking and classification;
* the administration of the examinations from the standpoint of the external examiner;
* the marking standards applied by internal examiners;
* the general quality of the cohort’s work, and the overall extent to which course objectives are met;
* the procedures followed by the Board of Examiners;
* whether you received the expected information to undertake your role, and whether this was sufficient;
* whether you felt your participation in the assessment process was sufficient and appropriate;
* the overall student experience, with or without comparison to other UK higher education institutions.

The report and cover sheet should be addressed to the Chief Executive and Vice Chancellor, Professor Karen Holford. **Payment of fees and expenses are conditional upon receipt of the report.**

**Dissemination of External Examiners’ Comments**

After being submitted to the University, external examiners’ reports are sent to the course team, Director of Education and Pro-Vice-Chancellor. If your report raises any serious concerns, it may also be reviewed by Senate’s Education Committee, Quality Assurance and other relevant bodies of the University. Statistical information, based on the indicators overleaf, will be used by the University to monitor and enhance the quality of its provision and/or its processes.

Individual reports are sometimes made available to external audiences, such as the Quality Assurance Agency, Office for Students, Ofsted, or professional statutory bodies from whom the University is attempting to acquire accreditation.

If you make any comments in your report that would be of interest to prospective students and you are content for these to be used by the university for marketing purposes, please indicate this within the report. Otherwise, we may contact you to ask for permission to do so.

**Enquiries**

If you would like to discuss your annual report before submission or any other aspects of your appointment, please contact the Exams and Examiners Team.

Email: [Registryexams@cranfield.ac.uk](mailto:Registryexams@cranfield.ac.uk)