**University of Leeds**

**External Examiner Report for Academic Year 2023/24**

Annual reports should be submitted in Word format to the [Quality Assurance Team](mailto:qat@leeds.ac.uk) within six weeks of the relevant Progression and Awards Board. Please note that annual reports should not include identifiers (i.e. student names or numbers, dissertation titles). Please respond to closed questions by deleting ‘Yes/No’ as appropriate.

Schools should respond to comments in the response area after each section of the report. Responses must address specific comments and matters for urgent attention. Responses should be forwarded directly to the external examiner and the [Quality Assurance Team](mailto:qat@leeds.ac.uk) within six weeks of receipt of the annual report. Responses must either be written or approved by the Head of School.

| **External Examiner Details**  Please only include details of modules if you do not provide oversight of a programme(s). | |
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| Title and Name |  |
| Home Institution |  |
| Faculty | Select a Faculty (Drop-Down List) |
| School | Select a School (Drop-Down List) |
| Programme(s) |  |
| Module(s) |  |

| **School Responder Details**  The School will add the details of the responder. | |
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| Title and Name |  |
| Position |  |

| **Section 1 Points of Innovation and/or Good Practice**  Please highlight areas of innovation or good practice within the programmes and/or processes. |
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| **School Response to Section 1 Points of Innovation and/or Good Practice** |
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| **Section 2 Enhancements from the Previous Year**  Please highlight any enhancements to the programme(s) or processes during the academic year. |
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| **School Response to Section 2 Enhancements from the Previous Year** |
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| **Section 3 Matters for Urgent Attention**  Please provide comments on any matters that require urgent attention. |
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| **School Response to Section 3 Matters for Urgent Attention** |
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| **Section 4 General Information** | |
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| 4.1 Did you refer to the University resources for external examiners? | Yes/No |
| 4.2 Were you provided with the following materials from the School? | |
| 1. Programme Specification(s) and Module Specification(s) | Yes/No |
| 1. Assessment Briefs and Marking Criteria | Yes/No |
| 1. School Code of Practice on Assessment | Yes/No |
| 4.3 Please only answer the following if this is your first year as an external examiner: | |
| 1. Were you provided with a mentor if required (i.e. if this is your first external examiner appointment)? | Yes/No |
| 1. Were you provided with copies of the previous external examiner reports and responses? | Yes/No |
| 1. Were you provided with an induction by the School? | Yes/No |
| 4.4 Please only answer the following if this is not your first year as an external examiner: | |
| 1. Have you acted as a mentor? | Yes/No |
| 1. Have you observed improvements in the programme(s) over the period of your appointment? | Yes/No |
| 1. Has the School responded to comments and recommendations? | Yes/No |
| 1. When recommendations have not been implemented, did the School provide clear reasons for this? | Yes/No |
| 4.5 Please provide further information about the above responses, including comments on good practice and on the progressive development and enhancement of the learning and teaching provision. | |
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| **School Response to Section 4 General Information** |
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| **Section 5 Assessment Process** | |
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| 5.1 Assessment | |
| 1. Was the nature and level of assessment questions/briefs appropriate? | Yes/No |
| 1. Was an appropriate sample of summative assessment, including examination scripts if appropriate, available for you to have confidence in your evaluation of the standard of student work? | Yes/No |
| 1. Did you receive samples of summative assessment in sufficient time to review them? | Yes/No |
| 1. Was summative assessment clearly marked and annotated? | Yes/No |
| 1. Was the standard and consistency of the marking of all summative assessment appropriate? | Yes/No |
| 1. Was an appropriate sample of Final Year Projects and/or dissertations available for you to have confidence in your evaluation of the standard of student work? | Yes/No |
| 1. Was the choice of subjects for the Final Year Projects and/or dissertations appropriate? | Yes/No |
| 1. Was the standard and consistency of the marking of Final Year Projects and/or dissertations appropriate? | Yes/No |
| 1. Were processes for double/check marking (i.e. moderation) of all summative assessment adequate? | Yes/No |
| 1. Were suitable arrangements made for the conduct of clinical practice assessments (if applicable)? | Yes/No |
| 1. Were suitable arrangements made for the conduct of practical assessments/field work assessments/performance assessments (if applicable)? | Yes/No |
| 5.2 Feedback | |
| 1. Did students receive adequate and helpful feedback? | Yes/No |
| 1. Was feedback structured to allow students to understand how their work could be improved? | Yes/No |
| 5.3 Progression and Awards Boards | |
| 1. Did the guidance on progression and award enable you to act effectively as an external examiner? | Yes/No |
| 1. Did you receive full details of marking criteria applicable to your area(s) of responsibility? | Yes/No |
| 1. Were the administrative arrangements satisfactory for the assessment process? | Yes/No |
| 1. Were you able to attend the relevant Progression and Awards Board? | Yes/No |
| 1. Were you satisfied with the decisions of the Progression and Awards Board? | Yes/No |
| 1. Were you satisfied with the process by which the School Special Circumstances Committee communicated to the Progression and Awards Board? | Yes/No |
| 1. Did the Progression and Awards Board discuss classification trends over time? | Yes/No |
| 5.4 Please provide comment on the assessment process with particular reference to the marking of modules and the classification of awards. | |
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| **School Response to Section 5 Assessment Process** |
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| **Section 6 Assessment Methods** | |
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| 1. Does the programme design clearly align intended learning outcomes with assessment? | Yes/No |
| 1. Is the design and structure of the assessment methods appropriate to the level of award? | Yes/No |
| 1. Is the range of assessment methods used across the programme(s) and/or module(s) appropriate? | Yes/No |
| 1. Are students given adequate opportunity to demonstrate their achievement of programme aims and intended learning outcomes? | Yes/No |
| 1. Please comment on the assessment methods, with particular reference to their design and structure, appropriateness to intended learning outcome, and demonstration of the quality of teaching as indicated by student performance. | |
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| **School Response to Section 6 Assessment Methods** |
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| **Section 7 Standards** | |
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| 1. Is overall programme structure coherent and appropriate for the level of study with reference to the Frameworks for Higher Education Qualifications (FHEQs)? | Yes/No |
| 1. Does the programme structure allow programme aims and intended learning outcomes to be met? | Yes/No |
| 1. Are programme aims and intended learning outcomes commensurate with the level of award with reference to the FHEQs? | Yes/No |
| 1. Do programme aims and intended learning outcomes meet the expectations of the national subject benchmark (where relevant)? | Yes/No |
| 1. Is the calibration of standards achieved by students comparable with similar programmes at other institutions? | Yes/No |
| 1. Please comment on your overall impression of the programme structure, design, aims and the intended learning outcomes. | |
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| 1. Is the influence of research on the curriculum and learning and teaching clear? | Yes/No |
| 1. Please explain how this is/could be achieved (e.g. curriculum design informed by current research in the subject, practice informed by research, students undertaking research, employability opportunities). | |
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| 1. Please indicate whether the programme is accredited by a Professional, Statutory or Regulatory Body (PSRB), and also comment on the value of, and programme’s ability to meet, accreditation and/or PSRB requirements (if applicable). | |
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| Please complete the two questions below for postgraduate programmes only. | |
| 1. Does the programme form part of an Integrated PhD? | Yes/No |
| 1. Please comment on the appropriateness of the programme as training for a PhD. | |
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| **School Response to Section 7 Standards** |
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| **Section 8 Classification Profile**  Please provide comment on degree classification trends. |
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| **School Response to Section 8 Classification Profile** |
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| **Section 9 Other Comments**  Please provide any further comments. |
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| **School Response to Section 9 Other Comments** |
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