**Module External Examiner Annual Report Form**

**for a Taught Course**

Guidance on completing this form

Module External Examiners are asked to complete and submit their annual report as soon as possible after the final Module Achievement Board of Examiners for that academic year.

If you are appointed as both a **Module External Examiner** and a **Progression and Award External Examiner**, you will need to produce a separate Progression and Award annual report. There is a separate report form for the Progression and Award Board External Examiner role available to download from the [Quality and Standards](https://www.canterbury.ac.uk/quality-and-standards-office/external-examiners/information-for-external-examiners.aspx) website.

All annual reports must be uploaded to the University’s External Examiner Annual Report Submission Portal. Instructions on how to submit are located at the end of this form.

Submission and deadlines

The deadlines by which the University requires your module annual report are:

* For Boards held in the summer of 2024:  **31st August 2024**
* For Boards held in the autumn of 2024: **30th November 2024**

If you are unable to submit by these deadlines, please submit no later than 2 weeks after the date of your final Module Board of Examiner meeting.

Circulation

The contents of this report are available under the Freedom of Information Act (2000). Please omit the names of staff and students from this report to maintain appropriate confidentiality. External Examiners are asked not to include any reference which could lead to the identification or inference of individual students or staff members.

Exceptionally, External Examiners are entitled to report any serious matter, particularly where it relates to academic quality and standards, directly to the Vice-Chancellor, care of the email address: [external-examiners@canterbury.ac.uk](mailto:external-examiners@canterbury.ac.uk)

**Payment will be made on the submission of your annual report.**

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| **External Examiner Details** | | |
| 1. | **Name** |  |
| 3. | **CCCU Email Address** |  |
| 4. | **Academic year to which report relates:**  *e.g. 2021-22* |  |
| 5. | **School in which examining:** | Choose an item. |
| 6. | **Course(s) owning modules examined**  *e.g. BA (Hons) Social Work* |  |
| 7. | **Any additional modules (and credits) examined which are not in contract**  *(if none please write N/A)* |  |
| 8. | **Associated collaborative partners:**  *(if none please write N/A)* |  |

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| **Section 1: Administrative Arrangements** | |
| 9. | **Were the administrative arrangements prior to the Module Board of Examiners satisfactory?**  *Items for consideration include whether:*   * *you have received relevant information (for example student handbooks, programme specifications, marking criteria)* * *there was an opportunity to comment on draft examination papers* * *communications with the relevant school were satisfactory* * *you have received sufficient notice of the meeting of the Module Board of Examiners* * *there was sufficient time available for you to fulfil your duties.* |
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| **Section 2: Academic Standards** | |
| 10. | **Please comment on whether the process of determining the module marks is transparent and fair**  *Items for consideration include whether:*   * *sufficient evidence was received to enable proper scrutiny by you and by the Module Board of Examiners* * *the Module Board of Examiners operated in fair and transparent manner* * *methods of decision-making/calculation were properly applied* * *cases where the findings of extenuating circumstances panels/plagiarism investigations applied were dealt with satisfactorily.*   *Please specify any element(s) that you do not consider satisfactory.* |
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| 11. | **Please comment on the appropriateness of the assessment methods and consistency of marking.**  *Items for consideration include whether:*   * *the overall assessment strategy (including the amount of assessment) and the individual assessment methods used in the modules and across the modules are appropriate to enabling students to demonstrate achievement of the intended learning outcomes* * *assessment was conducted in line with the University’s policies and regulations* * *marking criteria were appropriate to the level of study and to the module* * *marking was conducted fairly and consistently, and in line with relevant marking criteria.* |
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| 12. | **Please comment on the quantity and quality of feedback given to students.**  *Items for consideration include whether:*   * *the quality and quantity of feedback provided to students was consistent and was likely to be helpful to them* * *narrative feedback provided supported the mark given.* |
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| 13. | **Please comment on whether threshold standards (as evidenced through the modules reviewed) are being maintained.**  *Items for consideration include whether:*   * *threshold standards are the minimum acceptable level of achievement that a student has to demonstrate to be eligible for the achievement of credit.* |
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| 14. | **Please comment on whether the level of achievement demonstrated by students on the modules reviewed is comparable to similar modules with which you are familiar.** |
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| 15. | **Please comment on the level of knowledge, understanding and academic skills demonstrated by the students.**  *Items for consideration include whether:*   * *taking into account the level of study, student work displays a sound knowledge and understanding of the material that they have studied* * *student work displays evidence of appropriate academic skills* * *student work demonstrates any obvious gaps in these areas.* |
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| 16. | **Please comment on how modules reviewed contribute to the overall success of the programme(s) and student experience.**  *Items for consideration include whether:*   * *The modules ensure that the programme(s) is current and fit for purpose* * *The modules reviewed contribute positively to the overall programme(s)* * *The modules reviewed enable students to meet the programme learning outcomes (relevant aspects)* * *The modules reviewed provide a positive student experience in the context of the programme as a whole* |
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| 17. | **Where applicable, please comment on the effectiveness of the assessment of practice and/or work-based learning.**  *Items for consideration include whether:*   * *assessment methods enable students to demonstrate their achievement of the intended learning outcomes* * *assessment methods allow the identification of those who are unfit to practice.* |
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| 18. | **Where applicable, please comment on any issues relating to the requirements of relevant professional, statutory or regulatory bodies.**  *Items for consideration include whether:*   * *the modules and assessments meet the expected professional, statutory or regulatory bodies requirements* * *any placements meet the expected professional, statutory or regulatory bodies requirements* |
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| 19. | **Where modules are delivered at more than one collaborative partner or at the University and at one or more collaborative partners, please confirm that the standard is equitable across all provision.** |
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| **Section 3: The Curriculum** | |
| 20. | **Please comment on the curriculum, the module's aims, outcomes and potential areas for the enhancement of learning opportunities.**  *Items for consideration include whether:*   * *module aims, learning outcomes and content are up-to-date, appropriate and set in alignment with The Framework for Higher Education Qualifications for England, Wales and Northern Ireland, any relevant subject benchmark statements or other subject expectations* * *the modules are comparable with others of similar subject matter and academic level, with which you are familiar* * *where you examine a significant number of modules from an individual programme or programme(s), the modules enable students to meet the programme learning outcomes there are any opportunities for the enhancement of the learning opportunities provided to students.* |
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| **Section 4: Innovation and Good Practice** | |
| 21. | **Please identify any aspects of the modules that you consider represents good practice and/or innovation in relation to learning, teaching and assessment.** |
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| **Section 5: Overview of Your Term of Office** | |
| 22. | **If this is your final year as a Module External Examiner, please provide an overview of your term of office which will serve to inform the incoming Module External Examiner and assist the University in improving its practice.** |
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| **Section 6: Previous Annual Reports** | |
| 23 | **Did you receive a satisfactory response to your previous report (if applicable)** |
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| **Section 7: Other Matters** | |
| 24 | **Please use this section to include any other comments you wish to make.** |
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How to Submit Your Annual Report

Once you have completed your report, please upload your report to the External Examiner Annual Report Submission Portal (SharePoint) by following the instructions below.

Important Information for Accessing the SharePoint link

* To access the link, **please log in with the email address provided by Canterbury Christ Church University.** 
  + If you are already logged in to your own institution, you may encounter an error message.

* It is recommended that you copy the link below and paste it into a private browser (e.g. Incognito in chrome).

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| **Step 1:** | Save your report onto your computer (recommend desktop for ease of access) |
| **Step 2:** | Press Ctrl and click on the hyperlink, [Annual Report Submission Portal](https://cccu.sharepoint.com/sites/QualityandStandardsOffice/Shared%20Documents/Forms/AllItems.aspx?newTargetListUrl=%2Fsites%2FQualityandStandardsOffice%2FShared%20Documents&viewpath=%2Fsites%2FQualityandStandardsOffice%2FShared%20Documents%2FForms%2FAllItems%2Easpx&id=%2Fsites%2FQualityandStandardsOffice%2FShared%20Documents%2FExternal%20Examiner%20Annual%20Reports%20%2D%20Available%20for%20Faculties%2F%281%29%20Annual%20Report%20Upload&viewid=df90aaad%2D5b7b%2D40a0%2D92de%2D004cf22424b9) to access site. |
| **Step 3:** | In SharePoint, click ‘Upload’ and select ‘Files.’ Locate and select your saved report. |
| **Final:** | Your report will upload.  After a few moments your report will disappear from the folder and you may close the site.  You will receive an email notification to your CCCU email address confirming submission. |

**If you are experiencing difficulties uploading your report, please contact the External Examiners team at** [**external-examiners@canterbury.ac.uk**](mailto:external-examiners@canterbury.ac.uk)