**Progression and Award External Examiner Annual Report Form for a Taught Course**

Guidance on completing this form

Progression and Award External Examiners are asked to submit their annual report as soon as possible after the Progression and Award Board(s) for that academic year at the end of their annual duties.

All annual reports must be uploaded to the University’s External Examiner Annual Report Submission Portal, refer to the [Quality and Standards](https://www.canterbury.ac.uk/quality-and-standards-office/external-examiners/information-for-external-examiners.aspx) website. Instructions on how to submit are located at the end of this form.

Submission and deadlines

If you attend more than one Progression and Award Board, you only need to submit one annual report.

The deadlines by which the University requires your Progression and Award annual report are:

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

If you are unable to submit by these deadlines, please submit no later than 2 weeks after the date of your Progression and Award 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** | |
| **External Examiner name:** |  |
| **Academic Year to which report relates:**  *e.g. 2022-23* |  |
| **Date(s) of Progression and Award Board of Examiner meeting(s):** *dd/mm/yyyy* |  |

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| **Section 1: Administrative Arrangements** | |
| 1. | **Did you receive relevant information needed for your role? (for example, student handbooks, course specifications, marking criteria)** |
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| 2. | **Was communication with the relevant School satisfactory?** |
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| 3. | **Did you receive sufficient notice of the meeting of the Progression and Award Board of Examiners?** |
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| 4. | **Was there sufficient time available for you to fulfil your duties?** |
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| **Section 2: Academic Standards** | |
| 5. | **Did you receive sufficient evidence to enable proper scrutiny by both you and by the Progression and Award Board of Examiners?** |
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| 6. | **Was the Progression and Award Board of Examiners operated in fair and transparent manner and the University’s regulations applied consistently and fairly?** |
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| 7. | **Were methods of decision-making/calculation properly applied?** |
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| 8. | **Are the University assessment regulations appropriate and coherent for ensuring fair and consistent application?** |
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| 9. | **Were you satisfied with the rigour of the overall Progression and Award Board and does it compare favourably with other institutions with which you are familiar?** |
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| 10 | **Are you satisfied that threshold standards are being maintained and that the standards set for the award are appropriate for the level of the qualification?** |
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| 11. | **Where applicable, did you identify any issues relating to the** **requirements of relevant professional, statutory or regulatory bodies?** |
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| **Section 3: Previous Annual Reports** | |
| 12. | **Did you receive a satisfactory response to your previous annual report?** |
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| **Section 4: Overview of Term in Office** | |
| 13. | **If this is your final year as an External Examiner for the University, please provide an overview of your term of office which will serve to inform the incoming Progression and Award External Examiner and assist the University in improving its practice.** |
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| **Section 5: Additional Comments** | |
| 14. | **Please use this section to make any comments you wish to make about your experience as an External Examiner with Canterbury Christ Church University.** |
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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 ensure that you are logged 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 and paste it into a private browser (e.g. Incognito in chrome).

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| **Step 1:** | Save 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)