

# Information Sheet: External Examiner Annual Reporting

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## Introduction:

<p><b>What is annual reporting?</b></p>	<p>QAA Quality Code: Advice and Guidance: External Expertise  <b>Delivery and monitoring (Guiding Principles 3, 5 and 6):</b>          External examiners submit a report at least annually to the degree-awarding body, which provides clear and informative feedback to the provider on those areas defined for the role. In addition, their reports:</p> <ul style="list-style-type: none"> <li>• confirm that sufficient evidence was received to enable the role to be fulfilled (where evidence was insufficient, they give details)</li> <li>• state whether issues raised in previous reports have been, or are being, addressed to their satisfaction</li> <li>• address any issues as specifically required by any relevant professional body</li> <li>• give an overview of their term of office (when concluded).</li> </ul>
<p><b>Why do we carry out annual reporting?</b></p>	<ul style="list-style-type: none"> <li>• Critical aspect in the Monitoring and Evaluation of our programmes to assure the quality and standards of our students' degrees from an external standpoint.</li> <li>• Ensures that the principles set out in the University Assessment and Feedback Policy are being adhered to.</li> </ul>

	<ul style="list-style-type: none"> <li>Feedback is included in Departmental Action Plans which are discussed at Academic Standards and Quality Committees. Themes are included in the External Examiner Annual Report to Academic Board in December.</li> </ul>	
<b>Audience of External Examiner Annual Reports:</b>	<ul style="list-style-type: none"> <li>Module Leaders</li> <li>Programme leaders</li> <li>Field leaders / Heads of Department</li> <li>Faculty Academic Standards and Quality Committee</li> <li>Learning Teaching and Student Experience Committee</li> </ul>	<ul style="list-style-type: none"> <li>Collaborative Provision Committee</li> <li>Collaborative Partners</li> <li>Quality Enhancement Team</li> <li>Students – Student Rep Staff Forums or Programme Management Committees</li> <li>Freedom of Information Requests</li> </ul>

## Structure of the Report:

<b>What is the Structure of the Reports?</b>	<p>The report template aligns specifically to your role and there are minor differences within the questions between the different templates. There is a specific report template for the following External Examiner Roles:</p> <ul style="list-style-type: none"> <li>Field External Examiner</li> <li>Chief External Examiner</li> <li>External Examiner (Variant Regulations)</li> <li>Chief External Examiner (Variant Regulations)</li> </ul>			
<b>The Questions within the Report Template</b>	<p>The Report contains the following sections:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Academic and Professional Standards</li> <li>2. Assessment Strategy</li> <li>3. Process and Procedure</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>4. Quality Enhancement</li> <li>5. Closing Comments</li> <li>6. External Examiner Resources</li> </ol> </td> </tr> </table>		<ol style="list-style-type: none"> <li>1. Academic and Professional Standards</li> <li>2. Assessment Strategy</li> <li>3. Process and Procedure</li> </ol>	<ol style="list-style-type: none"> <li>4. Quality Enhancement</li> <li>5. Closing Comments</li> <li>6. External Examiner Resources</li> </ol>
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<b>Confidence Judgements</b>				

	<p>There are 4 confidence judgements based on a Likert Scale of 1- 4:</p> <ul style="list-style-type: none"> <li>- Complete Confidence (1)</li> <li>- Broad Confidence (2)</li> <li>- Limited Confidence (3)</li> <li>- No Confidence (4)</li> </ul>	<p>There are two judgements per question:</p> <ul style="list-style-type: none"> <li>- UWE Delivered Provision</li> <li>- Collaborative Provision – separate score and comments box for <b>each</b> Collaborative Provision Partner.</li> </ul>
	<p>Supporting Commentary is required for each question. Please provide separate commentary for UWE provision and for each collaborative provision partner you have responsibility for (if applicable).</p> <p>Please be specific in your comments e.g. include module name.</p>	

## Example Reports:

<b>The Detail Required</b>	<ul style="list-style-type: none"> <li>• Be concise and specific - please see the <a href="#">examples of good and poor responses to the report</a> on the External Examiner Resources website</li> <li>• Detail the module/programme, and if applicable the collaborative partner to which your comment relates so we can review &amp; action.</li> <li>• If you have any areas of concern, please expand on this i.e. substantiate your comment with the example</li> <li>• When you highlight areas of good practice please expand on why it is good? i.e. substantiate your comment with the example</li> <li>• As above for areas for enhancement</li> </ul>
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## Submission & the University Response:

<b>Why meet the deadline?</b>	<ul style="list-style-type: none"> <li>• Critical aspect of our internal Monitoring and Evaluation process</li> <li>• The sooner we can engage the sooner we can share the identified good practice or action any areas of enhancement</li> <li>• Chief External Examiners will need to read field examiner reports before they are able to complete their overarching report.</li> </ul>
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<b>When is your Report Due?</b>	<ul style="list-style-type: none"> <li>• Your report is due in within 14 days after the main summer examination board.</li> <li>• You will receive an email from the Learning and Teaching Enhancement Team with your personalised report pro forma approx. 2 weeks before the summer boards.</li> <li>• You will be advised of the submission date when you receive your report template</li> <li>• You will submit your report online via the External Expertise Service.</li> <li>• Your fee will be paid once you have submitted your completed report.</li> </ul>
<b>The 'Faculty Response'</b>	<p>A response from the Field Leader closes the feedback loop. This will:</p> <ul style="list-style-type: none"> <li>• Acknowledge recognition for highlighted areas of good practice (to share with colleagues across Department/University as appropriate)</li> <li>• Acknowledge any recommended areas for enhancement and actions that will be taken</li> <li>• Rationale if we disagree with any aspects of your report</li> </ul> <p>You will be advised of the date you will receive this by in your report template.</p>
<b>Reporting to the Vice-Chancellor</b>	<p>External Examiners may, <u>in exceptional circumstances</u>, report separately and confidentially to the Vice-Chancellor on any matters of serious concern. It will be detailed in your report how you may do this. It is expected that these concerns would have been raised through your initial engagement i.e. moderation process and Examination Boards.</p>

## Chief External Examiners:

<b>Accessing Field External Examiner Reports</b>	<p>When Field External Examiner Reports are submitted to us (2 weeks after summer field board) they will be made available to you.</p>
<b>When is your Report Due?</b>	<ul style="list-style-type: none"> <li>• Your report is due in September and you will be advised of the submission date in the report template.</li> <li>• For submission and payment of fee, see the same section above under 'Submission &amp; the University Response'.</li> </ul>

For further information regarding the External Examiner Annual Reporting process at UWE Bristol, please see our [External Examiner Resources Page](#), which contains our External Examiner Operational Guide, examples of 'good' and 'poor' reports. If you have any queries please contact the External Examiner Team on [ExternalsReport@uwe.ac.uk](mailto:ExternalsReport@uwe.ac.uk).