

**External Examiners Report Form**  
**2021/22**

Please complete a separate report form for each Assessment Sub-board on which you have acted as an External Examiner e.g., *separate reports for undergraduate and postgraduate programmes*.

We require this to be submitted electronically within **1 month** of the main Assessment Sub-Board Meeting (where final degree awards have been agreed).

Arrangements for the payment of your fee will be made upon receipt of this completed report and a signed One-Off Fee Payment form. Further details on fee payments and expenses, including relevant form downloads, can be found at:

<https://www.kcl.ac.uk/aboutkings/quality/academic/external/payment.aspx>

**Please note that the completed report will be made available to students. Therefore, in accordance with the Freedom of Information Act 2000, please do not identify individual staff or students.**

If you wish to bring any issues pertaining to a particular student to the attention of the Board this should be done separately using the candidate number to preserve anonymity. In exceptional circumstances, where you wish to bring a matter of particular sensitivity to the College's attention, your report should be emailed directly to the Principal of the College at [ARQS@kcl.ac.uk](mailto:ARQS@kcl.ac.uk).

Once your report has been responded to, it will be made available to you via SharePoint. You will be provided with access details at confirmation of your appointment and notified and provided with a link to your report, when available.

<b>Name of External Examiner</b>			
<b>Email</b>			
<b>Home Institution</b>			
<b>Mode of Study</b>			
<b>Faculty</b>			
<b>Programme(s) being examined (or component part)</b>			
<b>Are you examining the entirety of the programme</b>			
<b>Module(s) examined</b>			
<b>Is this the 1<sup>st</sup> year of your appointment as an External Examiner at King's? (Please highlight your answer)</b>			
<b>If yes, did you receive an induction?</b>		Were you satisfied with the orientation	

		information you received prior to undertaking your responsibilities as an External Examiner?	
<b>Date of Assessment Sub-board*</b>			

*\*Date of the main Assessment Sub-Board meeting, where final degree awards were agreed*

## **CHECKLIST**

Please select 'Yes', 'No' or 'N/A' to the questions below. Please provide an explanation, in the relevant section below the checklist, particularly to any questions you answer with 'No'. If you do not give an explanation on questions answered with 'No', the QSE team will contact you for these comments.

<b>Information Received: Your role as an External Examiner</b>	
Did you receive sufficient information to enable you to undertake the role?	
Did you receive sufficient information on the College Marking Framework?	
Did you receive sufficient information on the discipline specific marking criteria?	
Did you receive sufficient information on the College Scheme for Award (the C-score)?	
<b>Academic Standards</b>	
Were the academic standards of the programmes or modules that you examined comparable to those of similar programmes or modules nationally, and in line with the QAA Framework for Higher Education Qualifications?	
Was the performance of the students comparable to that of their peers on similar programmes or modules nationally?	
In those subject areas where a subject benchmark statement is available, have the students demonstrated achievement of the appropriate benchmark standard ( <a href="https://www.qaa.ac.uk/quality-code/subject-benchmark-statements">https://www.qaa.ac.uk/quality-code/subject-benchmark-statements</a> )?	
<b>Design of Programmes/Modules</b>	
Were the programme/module objectives clearly defined and appropriate to the subject matter?	
Were the module objectives appropriate in relation to stated programme objectives?	
<b>Assessment Design and Strategy</b>	
Was the amount and type of assessment appropriate to the programme/module aims and objectives?	
Was there an appropriate balance between the various methods of assessment (e.g., unseen written papers, essays/dissertations, oral examinations)?	
Were the assessment methods, marking schemes and any other areas related to the assessment strategy employed appropriate?	
<b>Assessment Scrutiny</b>	
Did you receive draft examination papers and draft in-course assessments (where appropriate)?	
Did you receive a sufficient number of assessments (examination scripts and in-course assessments) to be able to assess whether the internal marking standards were appropriate and consistent?	
Were assessments marked in accordance with the College Marking Framework?	
Was the standard of marking satisfactory?	

<b>Marks obtained from components of the programme taken at another institution (UK or Abroad)</b>	
Were the procedures for dealing with such marks clear?	
Was the work assessment from Intercollegiate arrangements with another University of London Institute / External partner of King's / Study Abroad?	
<i>If you have selected 'yes' to the above question on Intercollegiate arrangements, please specify which option is applicable:</i>	
<b>Practical/Clinical Examinations</b>	
Were satisfactory arrangements made for the conduct of practical/clinical examinations?	
Was the method and standard of assessment satisfactory?	
<b>Assessment of Practice</b> <i>(for Nursing, Midwifery, Physiotherapy, Nutrition and Dietetics programmes only)</i>	
Were satisfactory arrangements made for the assessment of practice?	
Was the assessment of such work satisfactory?	
<b>Oral Examinations/ Performances/ Recitals</b>	
Were satisfactory arrangements made for you to review oral examinations and/or attend performances/recitals?	
Was the assessment of such work satisfactory?	
<b>Results</b>	
Were you able to attend the meeting where final degree results were discussed?	
Was the meeting conducted to your satisfaction?	
Do you endorse the recommended results and final awards at the Assessment Sub-Board meeting?	
<b>General</b>	
Did you receive an appropriate, timely response to your report submitted last year?	
Where the response indicated that changes would be made, are you satisfied that these have been implemented?	

<b>Information Received / Academic Standards</b>
Please provide details of the information you required but which was not provided and comment on any aspects relating to academic standards.
<b>Response by College/Faculty/Programme:</b>

<b>Design of Programmes/Modules</b>
Please comment on aspects such as the balance and content of the programmes followed by students; coherence of programmes and the appropriateness of compulsory modules in relation to stated programme objectives; suitability of methods and adequacy of teaching as reflected by the standards achieved by candidates.
<b>Response by College/Faculty/Programme:</b>
<b>Assessment / Marks</b>
Please comment on the appropriateness of the assessment methods, the marking schemes or any other areas related to assessment strategy employed, marking and assessment process.
<b>Response by College/Faculty/Programme:</b>

**Results / General**

Please comment on the organisation and conduct of the final Assessment Sub-Boards' meeting and on any other positive aspects of the examination process (e.g., the overall fairness of the process; the arrangements for dealing with cases of suspected plagiarism)

**Response by College/Faculty/Programme:**

**Areas of Good Practice**

Please comment on areas of good practice and innovation identified relating to learning, teaching and assessment not noted in the Additional Comments section above.

**Response by College/Faculty/Programme:**

**Areas Requiring Attention**

If you have any comments that you believe either impacts on academic standards, need to be raised for college attention, or need the attention of the Assessment Sub-Board please state these below. Please add additional rows if required.

**Impacts on Academic Standards:**

*Remedial action must be taken before the start of the next academic year., Increase of awarding 1<sup>sts</sup> may suggest degree inflation*

**For College Attention**  
*e.g., Not understanding c-score*

**For Assessment Sub-Board Attention**  
*e.g., Feedback associated with marks does not correlate*

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**Other Comments**

Please add any additional comments which you feel are not covered in the main body of the report.

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**Response by College/Faculty/Programme:**

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**Final Exit Report**

For Examiners in their final term of office, please use this space to provide an overarching view of your experience as an External Examiner at King's. For example, you might like to comment on changes that have been introduced during your term of office or the extent to which you feel the College has been responsive to your suggestions.

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**Response by College/Faculty/Programme:**

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Signed

*I understand that this report (in full or part) will be available to students.*

Date

**For College Use**

**Academic Regulations, Quality and Standards**

Date Report Received

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Date Report Sent to Faculty	
<b>Assessment Sub-Board Chair</b>	
Name of Assessment Sub-Board Chair	
Date Responded to Report	
<b>Assessment Board Chair</b>	
Name of Assessment Board Chair	
Date Responded to Report	
<b>For those reports with comments that "Impacts on Academic Standards" – review undertaken by Chair of ASSC</b>	
Name of ASSC Chair	
Date Reviewed the Report	
<b>Date Report Sent to EE</b>	

SAMPLE