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| **Faculty Chief External Examiner Report Form** |
| Please complete a report form for after the Spring Faculty Assessment Board meeting; reports should be submitted electronically within **1 month** of the meeting taking place to [ARQS](mailto:ARQS@kcl.ac.uk)  Arrangements for the payment of your fee will be made upon receipt of this completed report and a signed One-Off Fee Payment [form](https://www.kcl.ac.uk/aboutkings/quality/academic/external/eepayment.docx). Further details on fee payments and expenses, including relevant form downloads, can be found [here](https://www.kcl.ac.uk/aboutkings/quality/academic/external/eepayment.docx). |

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| **Name of Faculty Chief External Examiner** |  |
| **Home Institution** |  |
| **Faculty** |  |
| **Undergraduate or Postgraduate** |  |
| **Date of Faculty Assessment Board** |  |

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| Standard of Awards |
| Is there a consistency of standards across programmes? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| What strategies are being adopted to ensure consistency of standards? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| Where applicable, is there evidence that the standards of awards are compatible with the QAA subject benchmark statements or with professional competency standards? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |

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| Students Performance and Achievements |
| Was the performance and achievements of students broadly consistent across programmes in the faculty as shown by the data? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| Was the performance and achievements of students broadly comparable with similar programmes in other institutions you are familiar with in the sector? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| Were there any issues highlighted in respect of the attainment gap that require further investigation? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| Are there other explanations offered that can explain a rise or fall in the grade distribution that ensures that the quality of the standard is maintained? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| Is the proportion of students submitting mitigating circumstances comparable:  a) with other Faculties?  b) across programmes within the faculty? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
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| Organisational arrangements |
| Are the processes for determining awards satisfactory? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |
| Were there any issues raised in respect of the External Examiners within the process? |
| *Please comment:* |
| *Response by College/Faculty/Programme:* |

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| Areas of Good Practice | |
| Please comment on areas of good practice and innovation identified relating to learning, teaching and assessment. | |
| *Please comment:* | |
| *Response by College/Faculty/Programme:* | |
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| **Areas Requiring Attention** | |
| If you have any comments that you believe impacts on academic standards and needs to be raised for Faculty or College attention, please state these below. | |
| *Faculty attention* | *College attention* |
| *Response by College/Faculty/Programme:* | |
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| **Other Comments** | |
| Please add any additional comments which you feel are not covered in the main body of the report. | |
| *Please comment:* | |
| *Response by College/Faculty/Programme:* | |

Signed........................................................................................................................ Date...........................................

*Please return electronic report (with scanned signature or typed name) to* [*ARQS@kcl.ac.uk*](mailto:asq@kcl.ac.uk) *within* ***1 month*** *of the Spring Faculty Assessment Board meeting (where the award data was considered).*

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| **College Use** | |
| **Academic Regulations, Quality & Standards** | |
| Date Report Received |  |
| Date Report Sent to Faculty |  |
| Date Report Sent to College Chief External Examiner |  |
| **Assessment Board Chair** | |
| Name of Assessment Board Chair |  |
| Date Responded to Report |  |
| **For those reports with comments that “Impacts on Academic Standards” – review undertaken by Chair of AROSC & College Chief External Examiner** | |
| Name of AROSC Chair |  |
| Name of College Chief External Examiner |  |
| Date Report reviewed |  |
| **Date Report Sent to Faculty Chief EE** |  |