SOLENT UNIVERSITY

Award External Examiner Information 2022-23

This document provides relevant contact details, links to information and report questions.

Contents

Contact Details and Links to Relevant Information

- Information on the External Examiner role can be found on our website here:
  www.solent.ac.uk/externalexaminers

- The University's guide for External Examiners can be found here:
  https://www.solent.ac.uk/about/documents/guide-for-external-examiners.pdf

- All course documentation can be found on Solent Online Learning (SOL) here:
  http://learn.solent.ac.uk/course/view.php?id=6152

- For any queries relating to the role or responsibilities of the External Examiner role please contact:

  Quality Management
  QA@solent.ac.uk

- For any queries relating to assessment boards the Student Registry team can be contacted on:

  Email: student.registry@solent.ac.uk
  Telephone: 02382 015023

Award External Examiner
Report Questions

The following questions have been extracted from the 2018-19 report template. The template and questions for 2019-20 will be confirmed later in the academic year; minimal changes are expected so the questions should be similar.

The report is split into five sections:

- Section 1 – Support

- Section 2 – Progression and Award Boards

- Section 3 – Student Progression and Awards

- Section 4 – Good Practice and Enhancement

- Section 5 – Final Exit Report

Section 1 - Support

1.1
If this is your first report, have you attended an external examiner briefing day during your tenure?

Yes/No/NA

1.2
Were you adequately briefed concerning your responsibilities and right as an Award External Examiner?

Yes/No

1.3
Were you able to access necessary information and resources to carry out your role?

Yes/No

1.4
If you made recommendations in your previous report, did you receive a response to these?

Yes/No

1.5
Are there any recommendation you would make with regards to the information that is given to Award External Examiners to better support them in their role?

Yes/No

Please comment on your responses above specifically highlighting any areas of good practice or concerns.

Section 2 - Progression and Award Boards

Comments provided each question must be informative and, where possible, highlight any areas of good practice and/or concerns that you have identified.

2.1
How did you attend the board?

Onsite/Remotely/Both

2.2
Was adequate and timely information provided to you before and during the board?

Yes/No

Comment:

2.3
Were you satisfied with the conduct of the board?

Yes/No

Comment:

2.4
Were all students treated equitably and objectively at the board?

Yes/No

Comment:

2.5
Were you able to endorse the outcomes of the board?

Yes/No
Comment:

Section 3 – Student Progression and Awards

Comments provided for each question must be informative and, where possible, highlight any areas of good practice and/or concerns that you have identified.

3.1
Were you satisfied that student results were considered fairly and in line with the University's regulations?

Yes/No

Comment:

3.2
Were there any patterns of student attainment that caused you concern?

Yes/No

Comment:

Section 4 - Good Practice and Enhancement

4.1
Please identify and comment on areas of distinctive and/ or innovative good practice.

Comment:

4.2
Please identify any areas for enhancement.
Comment:

Section 5 - Final Exit Report

5.1
If this is the last report of your tenure, use the space below to comment on your term in office.

Comment: