

Module External Examiner Information 2022-23

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

Contents

- | | |
|--|---|
| 1. Contact details and links to relevant information | 2 |
| 2. External Examiner annual report questions | 3 |

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 moderation, please contact the academic team in the first instance. If necessary, please follow up with 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

Module External Examiner Annual Report Questions

The following questions have been extracted from the annual report template. The template and questions for 2022-23 will be confirmed later in the academic year; minimal changes are expected so the questions should be similar.

The report is split into seven sections:

- Section 1 - Standards
- Section 2 - Support
- Section 3 - Assessment
- Section 4 - Student Performance
- Section 5 - Good Practice and Enhancement
- Section 6 - Final Exit Report

1. Standards

Do any of the modules listed above give you cause for immediate concern or require immediate action on the part of the university? Please provide details.	
Were you given access to copies of all assessment tasks prior to their release to students?	
If you were not given access to copies of the assessment tasks, please provide comments with reference to the specific modules.	
Were the standards set for the modules appropriate for their level?	
If the module standards were not appropriate, please provide comments with reference to the specific modules.	
Were the standards of student performance comparable with similar programmes or subjects in other UK institutions with which you are familiar?	
If standards were not comparable, please provide comments with reference to the specific modules.	

2. Support

Have you attended an external examiner briefing day during your tenure?	
Were you adequately briefed concerning your responsibilities and rights as a Module External Examiner?	
Were you able to access necessary information and resources to carry out your role?	
If you had received mentoring or had mentored another external examiner, were the mentoring arrangements offered appropriate?	
If you made recommendations in your previous report, did you receive a response to these?	
Are there any recommendations you would like to make with regards to the information provided that is given to module external examiners to better support them in their role? If so, please detail.	
In relation to your responses above on external examiner support, please provide comments specifically highlighting any areas of good practice or concerns.	

3. Assessment

Sample of Student Work

Were you provided with the details of the following items in good time to give feedback to the staff involved?

The module descriptors containing the intended learning outcomes of the module(s) for which you were responsible?	
The assessment brief and criteria to be used to assess the level of student attainment?	

A 10% sample (between 5-15 examples from across the range of marks) and, if relevant, suitable arrangements made to moderate presentations/ performances/ recitals/ appropriate professional placements/ oral examinations etc.?	
In relation to the samples provided, please provide comments specifically highlighting any areas of good practice or concerns.	
Were the assessment methods appropriate to demonstrate achievement of intended learning outcomes?	
In relation to the appropriateness of assessment methods, please provide comments specifically highlighting any areas of good practice or concerns with reference to specific modules.	
Were you satisfied with the level and range of assessment tasks?	
If you were not satisfied with the level and range of assessment tasks, please provide comments	
Were you satisfied with the extent to which employability has been embedded into assessments?	
In relation to employability, please provide examples of good practice regarding embedding of employability or any areas for development.	
Do you have any recommendations regarding the assessment of any particular modules?	
If you do have recommendations regarding assessment of modules, please identify those modules below.	
Were you satisfied with the standard and consistency of marking?	
If you were not satisfied with the standard and consistency of marking, please provide comments	
Were you satisfied with the quality and consistency of feedback provided to students and that it enabled them to understand the grade awarded and areas for improvement?	
If you were not satisfied with the quality and consistency of feedback provided to students, please provide comments	
Were you satisfied that internal moderation had taken place in line with University requirements and with the Module Leaders' response?	
If you were not satisfied with the internal moderation and Module Leaders', please provide comments	

4. Student Performance

Please comment on how standards and student performance are aligned with the framework for higher education qualifications and applicable benchmark statements and reflects any additional professional, statutory, and regulatory body requirements.	
Please comment on the strengths of student performance in the module(s) allocated.	

Please comment on the weakness of student performance in the module(s) allocated.	
Please comment on overall student performance compared to that of previous years of your appointment?	
Please comment on the practical and/or specialist skills demonstrated by students in the modules.	
Please comment on the higher order intellectual skills demonstrated by students in the modules.	
Please comment on the transferable and employability skills demonstrated by students in the modules.	

5. Good Practice and Enhancement

Please identify and comment on any areas of distinctive and/or innovative good practice.	
Please identify any areas for enhancement, in particular to the quality of learning opportunities provided to students.	

6. Final Exit Report

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