

**External Examiner Report for De Montfort University/**

**Asia Pacific University of Technology and Innovation**

**Summary of key points to note when completing your annual report**

* Please produce your report within **one** month after the **October/November** assessment board meeting.
* Please check the [Department of Academic Quality’s website](http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/external-examining/exex-guidance-forms.aspx) each year to ensure that you have the most up to date version of the report proforma.
* **Be specific** in each section of the report if comments relate to all modules and programmes or if they relate to a specific module or programme.
* Your views will influence how we develop our programmes. To help us, please ensure your report contains clear feedback on academic standards and on [good practice](https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/external-examiners/good-practice-guidance-for-ex-ex.pdf), innovation and areas for enhancement. One word or one sentence responses throughout the report will not give the programme team enough information to enable them to enhance the programme. **As a minimum, please comment on each bullet point.**
* Please **do not name or otherwise identify any individuals**. All external examiner reports will be made available, in full, to all students, with the sole exception of any confidential report which may be made to the vice-chancellor.
* Complete all sections. If the section is not applicable, please insert N/A into the comments box.
* Please read the bullet point instructions within the report.
* It is appreciated if handwritten reports are not presented. Please word process your report on the standard report proforma and email it to Qaenquiries@dmu.ac.uk
* DAQ will always acknowledge receipt of your report via email. If you do not receive an acknowledgement within three working days, please submit the report again.
* To claim for your fees and expenses, please complete a claim form and return it to the faculty. **It is advisable to submit a claim form soon after each visit and as soon as you have completed your annual report (within three months).** Please visit the [Department of Academic Quality website](http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/external-examining/exex-fees.aspx) for further information regarding fees and to access the claim form.
* DMU and APU may wish to use anonymous extracts from your report in promotional material where appropriate.
* If you have any enquiries, please contact the Quality Officer (External Examiners/Awarding Bodies) – Louise Newell (0116) 250 6076.

**Thank you for your continued support and contribution to the University’s quality assurance and enhancement processes.**

**DMU** **External Examiner Report**

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| **External examiner’s name** |  |
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| **External examiner’s place of employment** |  |
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| **De Montfort University Faculty***(Choose from Arts, Design & Humanities, Business & Law, Computing, Engineering & Media or Health & Life Sciences)* |  |
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| **Date(s) attended module and/or progression & award board** |  |
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| **Programme name or modules** |  |
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| **Academic year** |  |
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| **Annual or end of office report***(End of office report should only be used if it is your* ***final year as external examiner****. All other reports will be annual).* |  |
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| **Delete two statements that do not apply:***(Occasionally DMU/APU would like permission to reproduce part or all of the comments made within this report for promotional material).**(These statements refer to promotional material only. Please note that all external examiner reports will be made available, in full, to all students, with the sole exception of any confidential report which may be made to the vice-chancellor).*  | I am happy for DMU and APU to reproduce any part or all of the contents of this reportI require a written request in advance of reproducing any part of this report I do not give my permission for DMU and APU to reproduce any part of this report |

**Summary report**

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| Are the standards set for the award or award elements appropriate? Please indicate yes or no | Yes/No |

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| Is the standard of student performance comparable with similar programmes or modules in other UK institutions with which you are familiar? Please indicate yes or no | Yes/No |

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| Are the processes for assessment, examination and the determination of awards sound and fairly conducted? Please indicate yes or no | Yes/No |

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| If you have answered **no** to any of the above questions, please insert a comment below. |
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| Identify **in brief** (i.e. bullet points) areas of [good practice](https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/external-examiners/good-practice-guidance-for-ex-ex.pdf) and innovation below including a **summary** of the items of good practice identified elsewhere in this report.  |
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| Identify **in** **brief** (i.e. bullet points) the areas that require a response from DMU and/or APU programme team, school/department, faculty. |
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| **End of office comments (final year as DMU-APU external examiner)*** If you are in your final year as a De Montfort University external examiner for Asia Pacific University provision, please give an overview of your term of office.
* Comment on the changes introduced during your term.
* Comment on the extent to which you feel the universities have been responsive to your suggestions.
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**Main report**

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| * Be specific in each section of the report if comments relate to all modules and programmes or if they relate to a specific module or programme.
* **As a minimum, comment on each bullet point.** If a section does not apply to you, please add not applicable.
* Do not name or otherwise identify any individuals.
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| 1. **Academic standards and programme/module content**
* Evaluate the programme and module content (module aims, learning outcomes and indicative content) in relation to subject requirements and comparable provision at the equivalent academic level**.** Particular attention should be focused on the contribution of modules to the generic attributes of a graduate within that programme (where relevant, please refer to the subject benchmark).
* Refer to the [Framework for Higher Education Qualification (FHEQ)](https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks) for generic guidance on qualification levels where appropriate.
* Comment on how the programme meets Professional Statutory and Regulatory Body (PSRB) requirements if relevant.
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| 1. **Academic standards and student performance**
* Evaluate the overall performance of students in relation to academic level, module and where appropriate programme learning outcomes and assessment criteria.

 * Evaluate student performance relative to their peers on modules delivered at a comparable level at other HEIs.
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| 1. **Module assessment**
* Comment on compliance with the combined DMU-APU joint assessment and feedback policy.
* Comment on the appropriateness and comprehensiveness of the assessment strategy and methods employed in relation to stated module aims, learning outcomes and assessment criteria.
* Judge whether the range of assessed activities is set at an appropriate level.
* Comment on the consistency of internal marking and that this has been carried out rigorously and fairly. Particular attention should be focused on the fairness and objectivity of the assessment process as a whole.
* For postgraduate projects, dissertations and design work: Evaluate the overall performance of students in relation to academic level, rigour, research/design methodology, learning outcomes and assessment criteria in relation to project/dissertation/design work. Comment on the entirety of the project/dissertation/design work process. Evaluate student performance relative to peers on programmes delivered at comparable level.
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| 1. **Delivery and support**
* Where evidenced through assessment or discussion with students, comment, insofar as possible, on the appropriateness of module delivery including teaching methods and arrangements for student guidance and support.
* Comment on the inclusivity of the learning and teaching experience eg are students able to engage with their studies in a variety of ways with flexible ways of learning, flexible study resources and flexible ways of testing learning.
* Evaluate the quality of feedback given to students on assessed work.
* There is no formal De Montfort University requirement for external examiners to make an interim visit or to meet with students. External examiners should, however, be provided with the opportunity to engage with students where this is deemed appropriate by the board, for example to scrutinise project work or review performance work by students.
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| 1. **Programme management and curriculum development**
* Discuss issues relating to programme management and development. Comment on any curriculum developments that have been introduced since your last report, and whether you were consulted over changes.
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| 1. **Partnership management**
* Comment on the effectiveness of the operation and management of the partnership between DMU and APU with specific reference to academic matters.
* Comment on the communication between DMU, APU and yourself.
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| 1. **Module/Progression/Award board**
* Comment if the board has been conducted in a manner which allows and promotes full engagement from the examiner. This relates to the examiner’s general involvement in the assessment process as defined in university regulations and to their involvement as a board member in the business of the meeting.
* One external examiner appointed by DMU per cognate area will act as a chief examiner and be present at the module/progression/award boards. This will be on rotation and by agreement with all examiners. You may therefore not be required to attend all boards and this section may not be relevant.
* Discuss the operation of the boards, specifically if it has been properly and well conducted.
* If you did not attend a module/progression/award board, please make this explicit in this section.
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| 1. **Administration and support**
* Confirm that sufficient evidence has been received to enable the role to be fulfilled e.g. programme and module specifications, handbooks, academic regulations, previous external examiner reports, dates of boards and a timeline of when to expect work.
* Confirm that the briefing material supplied was appropriate and that advice and guidance was made available about the role, responsibilities and expectations, including reporting protocols and response/feedback arrangements.
* If you have been mentored by one of our current external examiners or you have acted as a mentor this year, please comment on the effectiveness of this support. *(A mentor will only be appointed in the first year if the nominee has minimal experience as an external examiner. This information will be provided in the appointment letter. If you already have external examining experience, it is unlikely that you will be appointed a mentor).*
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| 1. **Outstanding issues and other key observations**
* Identify any issues, raised in previous reports, which remain to be addressed.
* Identify any issues that fall outside the categories given above.
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| Date of completion |  |

Your report should be submitted electronically to DMU **within one month after the October/November boards.** Your report should be emailed to Qaenquiries@dmu.ac.uk. If you have any queries or issues with this proforma, please contact Louise Newell in the Department of Academic Quality.

**You will also need to complete a form to claim for your annual fee. This must be submitted within three months of completing this report. Please go to the following website address for further information:** [dmu.ac.uk/external-examining](http://www.dmu.ac.uk/about-dmu/quality-management-and-policy/academic-quality/external-examining/external-examining-homepage.aspx)