

**PROGRAMME EXTERNAL EXAMINER   
REPORT FORM, 2023-24**

**Section 1: Details of External Examiner**

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| External Examiner’s name |  |
| Home institution |  |
| Date report submitted |  |
|  | |
| Faculty |  |
| School/Validated Partner |  |
| Programme(s) |  |
| Mode of study examined (e.g. UG/PGT/both) |  |

**NB**: ***Please do not refer to staff or students in this report by their name in order to protect their anonymity.***   
  
This section provides you with an opportunity to acknowledge whether actions, which you recommended in your last report, have been addressed, are in progress or are subject to further discussion. Please refer to your previous report(s). Have all items been addressed? If not, please provide details below.

**Section 2: Matters arising from last report (if applicable)**

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| Outstanding item(s) |  |
| Additional comments  (if any) |  |

Please answer the following questions, if applicable.

**Section 3: Process and procedures**

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| (a) Did you receive all the relevant documentation relating to the programme(s), including programme handbooks, degree regulations, unit outlines, Intended Learning Outcomes (ILOs) and assessment briefs/marking criteria? | Yes / No |
|  | |
| (b) Were you provided with an appropriate-sized sample of dissertations/project reports/other assessments to enable you to have confidence in your evaluation of the standard of student work? | Yes / No |
|  | |
| (c) Did you receive the assessed work in sufficient time for you to review it before the Examination Board? | Yes / No |
|  | |
| (d) Were the arrangements and instructions for the moderation of dissertations/assessed work adequate? | Yes / No |
|  | |
| (e) Have you attended an Examination Board? | Yes / No |
|  | |
| (f) If yes, was the Examination Board anonymous (i.e. students were not referenced by name)? | Yes / No |
|  | |
| (g) Were the administrative arrangements satisfactory for the whole process, including the operation of the Examination Board? | Yes / No |
|  | |
| (h) Were appropriate procedures in place to give due consideration to mitigating circumstances and medical evidence? | Yes / No |
|  | |
| (i) Were suitable arrangements made to consider your comments? | Yes / No |
|  | |
| If you stated ‘No’ to any of the above questions, please expand on this in the box below. | |
| Click here to enter text. | |

**Section 4: Programme standards**

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| (a) Were the nature and level of the final assessment (e.g. dissertation, project report, etc.) appropriate? | Yes / No |
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| (b) Based on the sample of dissertations/project reports that you reviewed, was the marking carried out consistently across the programme? | Yes / No |
|  | |
| (c) Of the sample of dissertations/project reports you moderated, do you consider the standard of student work to be comparable with students at equivalent institutions? | Yes / No |
|  | |
| (d) Do you consider that the overall academic standards for this programme are comparable to those of other institutions of which you have had experience? | Yes / No |
|  | |
| (e) Were last year’s standards maintained/improved? | Yes / No |
|  | |
| (f) Do you consider that the programme aims and ILOs were appropriate for the level of the award, when compared to the level descriptors of the QAA Framework for Higher Education Qualifications, and/or professional body requirements? | Yes / No |
|  | |
| (g) Did the Examination Board apply appropriate standards in assessment and decision making? | Yes / No |
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| If you stated ‘No’ to any of the above questions, please expand on this in the box below. | |
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**Section 5: Mark / classification review and viva voce**

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| (a) Were you involved in either mark/classification review and/or giving viva voce examinations? | Yes / No |
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| (b) Was the process handled fairly and transparently? | Yes / No |

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| If you stated ‘No’ to the above question, please expand on this in the box below. |
|  |

Please use this section to provide more detailed comments for the use of the University. We would also welcome your comments on any other matters you feel are relevant but which are not listed below.

**Section 6: Detailed comments on the programme**

MATTERS FOR ATTENTION

Please provide a list of individual actions you recommend either for consideration by the programme team or as matters for urgent attention. Also please note that these items should be carried forward to next year’s report and be acknowledged in ‘Section 2: Matters arising from last report.’

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| **Actions** | **For consideration** | **For urgent attention** |
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GOOD PRACTICE

If there is any good practice that you feel worthy of recognition, please state below. Please note that individuals’ names may be quoted for the purposes of recognising and disseminating good practice.

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|  |

OTHER COMMENTS  
  
Please use this box if you wish to make any further comments not covered elsewhere on the form. For Examiners who have reached the end of their tenure, you may wish to include summary observations that cover the whole period and may be of use to your successor and the programme team.

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**Section 7: External examining process & experience feedback**

In the spirit of continuous improvement, we would like to receive any feedback that you might have on the overall External Examining process and experience. Please provide any comments or suggestions that you have below.

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**Section 8: Submitting your report**

Please email your completed report to [external.examiners@manchester.ac.uk](mailto:external.examiners@manchester.ac.uk)

Please return the report **no later than four weeks** after the final Award Examination Board (or local equivalent) meeting has taken place.

In addition to this report, you may also send a note in confidence to the Vice-President (Teaching, Learning and Students), at the following address:

Vice-President (Teaching, Learning and Students)  
Office of the President  
John Owens Building  
University of Manchester  
Manchester  
M13 9PL

March 2024