



Leading education  
and social research  
Institute of Education  
University of London

# External Examiners Report Form

For use with Master's Degrees, Postgraduate and Graduate Diplomas/Certificates, Professional Certificates, and undergraduate awards

The following template allows you to provide the information required to help us to monitor standards of our provision. We would be grateful if you would complete this, adding additional comments to further develop the programme where you feel this would be appropriate.

We welcome your additional comments on any aspect of the external examining process. You may also wish to comment on year on year issues – your ability to help steer the programme over a period of time is most useful.

The report will be made available to students so **please ensure that any reference to individuals assures their anonymity**. An opportunity to raise confidential matters will be provided at the meeting of the Board of Examiners.

A separate form should be completed for each programme for which you are acting. The completed report will be sent to the Exams Section, Pro-Director: Learning and International and other relevant colleagues. Address details are provided at the end of this document where electronic submission is not possible.

Academic year under consideration

Name and home institution of External Examiner

Title of award being assessed

## Section 1

### General Evaluation Comments

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We welcome your comments on the standards and quality of the programme.

These may address issues such as:

- i. the balance and content of the course in relation to course coherence and to the stated course objectives;
- ii. the suitability and adequacy of teaching as reflected by the standards achieved by students;
- iii. the general quality of the students
- iv. the general level of their academic literacy;
- v. the standard to which the internal examiners were marking/assessing students' work;
- vi. particular strengths and weaknesses.



Continue on the next page if necessary →

## Section 1

### General Evaluation Comments **continued**

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## Section 2

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### Comments on the Examinations Process

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We ask you to comment on the organisation of the examination process and the appropriateness of arrangements for internal and external examination, including particular strengths and weaknesses. We welcome any comments or observations on compliance with good practices in relation to equality for all students.



## Section 3

### Feedback from the Programme Leader

Were recommendations made by you last year properly acted upon?

Was appropriate feedback provided on your last report?

How did procedures/arrangements compare this year with previous years?

## Section 4

Please complete the following section by ticking the relevant box **YES NO** (Please answer ALL questions)

### Administrative Matters

- |   |                            |                            |
|---|----------------------------|----------------------------|
| 1. I received copies of relevant programme documents in good time (e.g. syllabuses, marking schemes etc).   | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2. I was offered access to the VLE  | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 3. I was able to approve the written question papers and coursework, report and dissertation topics, as appropriate.  | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4. I saw a sufficient number of scripts and other assessed work, including those of all borderline students and all those awarded distinction, to be able to assess whether the internal marking as appropriate and consistent. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 5. I was invited to attend the meetings of the Board(s) of Examiners.   | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 6. I received clear guidelines on the Institute of Education's reporting requirements.  | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 7. I was given sufficient notice of the meetings of the Board(s) of Examiners.  | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 8. I received information about the Institute's Equality and Diversity principles.  | Y <input type="checkbox"/> | N <input type="checkbox"/> |

### Setting Coursework Assignments

- |  |                            |                            |
|--|----------------------------|----------------------------|
| 9. Were the objectives of assignments clear and appropriate?                       | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 10. Did students receive properly structured and focussed feedback on assignments? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 11. Was the nature, spread and level of the assignments satisfactory?              | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 12. Were suitable arrangements made to consider your comments?                     | Y <input type="checkbox"/> | N <input type="checkbox"/> |

### Marking assignments

- |  |                            |                            |
|--|----------------------------|----------------------------|
| 13. Was the choice of subject for coursework/reports/dissertations satisfactory?   | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 14. Was the general standard of marking satisfactory?  | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 15. Were all scripts, or other assessed work, double-marked internally?  | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 16. Was there a satisfactory marking scheme for individual questions (where applicable), individual papers and the programme of study overall? | Y <input type="checkbox"/> | N <input type="checkbox"/> |

### Draft examination papers

- |  |                            |                            |
|--|----------------------------|----------------------------|
| 17. Did you receive all the draft papers?                            | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 18. If not, was this at your request?                                | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 19. Were the nature, spread and level of the questions satisfactory? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 20. Were suitable arrangements made to consider your comments?       | Y <input type="checkbox"/> | N <input type="checkbox"/> |



## Section 4 continued

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### Final examiners' meeting

21. Were you able to attend the meeting? Y  N
22. Was the meeting conducted to your satisfaction? Y  N

### Results

23. Was the reasoning that led to the Internal Examiners' recommended mark transparent in each case? Y  N
24. Were you satisfied with the recommendations of the Board of Examiners? Y  N

### Collaborative provision

25. Where there was a common assessment for all students? Y  N
26. Where students are not taught together, were the different cohorts examined at the same standard? Y  N

## Section 4

### Additional Comments

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Where a **NO** box has been ticked in Section 4, please elaborate on this in the Additional Comments section below, giving the number of the question for reference.

**Please structure your additional comments under the following headings:**

Item number:

Issues of concern:

Major:

Minor:

Suggestions for development:

Continue on the next page if necessary →



## Section 4

### Additional Comments **continued**

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Continue on the next page if necessary →

## Section 4

### Additional Comments **continued**

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## Summary

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Please summarise what you feel are the strengths of the programme and add any additional comments you may have:

Please sign and date this form. (You can sign this form electronically if forwarding via email, or with a written signature if sending a hard copy)

Signed

Date

The transmission of information via the internet or email is not completely secure. The Institute cannot guarantee the security of users' data transmitted via email; any transmission is at users' own risk. Please note that this form may be printed off after completion, signed and sent to us at the address below.

Once the Institute has received users' information, it will use strict procedures and security features to try to prevent unauthorised access to this information. The Institute will process your data in accordance with the principles of the Data Protection Act 1998. For more information please see our Privacy Policy at <http://www.ioe.ac.uk/sitehelp/21780.html>

Please submit this form within 14 days of the Examiners meeting. Your report will be copied to the Programme Leader(s) and forwarded to the Pro-Director: Learning and International and relevant colleagues.

You have the right to raise any matter of serious concern with the Director of the organisation. If this is the case, please write to:  
The Director, Institute of Education, 20 Bedford Way, London WC1H 0AL  
or email [ioedirector@ioe.ac.uk](mailto:ioedirector@ioe.ac.uk).

The Exams Section,  
Level 4, Registry,  
Institute of Education,  
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