

Information Sheet:

External Examiner Annual Reporting

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<p>What is annual reporting?</p>	<p>QAA Quality Code: Advice and Guidance: External Expertise Delivery and monitoring (Guiding Principles 3, 5 and 6): External examiners submit a report at least annually to the degree-awarding body, which provides clear and informative feedback to the provider on those areas defined for the role. In addition, their reports:</p> <ul style="list-style-type: none"> • confirm that sufficient evidence was received to enable the role to be fulfilled (where evidence was insufficient, they give details) • state whether issues raised in previous reports have been, or are being, addressed to their satisfaction • address any issues as specifically required by any relevant professional body • give an overview of their term of office (when concluded). 	
<p>Why do we carry out annual reporting?</p>	<ul style="list-style-type: none"> • Critical aspect in the Monitoring and Evaluation of our programmes to assure the quality and standards of our students’ degrees from an external standpoint. • Ensures that the principles set out in the University Assessment and Feedback Policy are being adhered to. • Feedback is included in Action Plans which are discussed at School Boards of Study (SBoS) in December for discussion and reviewed in the springtime by SBoS. Key themes and actions arising from the SBoS discussions will be captured in a paper which will go to University Quality and Standards Sub-Committee (UQSSC) after the Spring meeting, providing an overview. UQSSC will be able to give assurance to the Learning, Teaching and Student Experience Committee (LTSEC), or to raise any issues with LTSEC if necessary. The overall Annual Quality Report will then be able to give the Board of Governors assurance. 	
<p>Audience of External Examiner Annual Reports:</p>	<ul style="list-style-type: none"> • Module Leaders • Programme leaders • School Directors of Learning and Teaching / other School colleagues • School Boards of Study • University Quality and Standards Sub Committee 	<ul style="list-style-type: none"> • Collaborative Provision Committee • Collaborative Partners • Academic Quality and Partnerships Enhancement Team • Students – Student Rep Staff Forums or Programme Management Committees • Freedom of Information Requests

<p>What is the Structure of the Reports?</p>	<p>The report template aligns specifically to your role and there are minor differences within the questions between the different templates. There is a specific report template for the following External Examiner Roles:</p> <ul style="list-style-type: none"> • Field External Examiner • Chief External Examiner • External Examiner (Variant Regulations) • Chief External Examiner (Variant Regulations)
<p>The Questions within the Report Template</p>	<p>The Report contains the following sections:</p> <ol style="list-style-type: none"> 1. Academic and Professional Standards 2. Assessment Strategy 3. Process and Procedure 4. Quality Enhancement 5. Induction and Resources 6. Closing Comments
<p>Confidence Judgements</p>	<p>There are 4 confidence judgements based on a Likert Scale of 1- 4:</p> <ul style="list-style-type: none"> - Complete Confidence (1) - Broad Confidence (2) - Limited Confidence (3) - No Confidence (4) <p>There are two judgements per question:</p> <ul style="list-style-type: none"> - UWE Delivered Provision - Collaborative Provision – separate score and comments box for each Collaborative Provision Partner. <p>Supporting Commentary is required for each question. Please provide separate commentary for UWE provision and for each collaborative provision partner you have responsibility for (if applicable). Please be specific in your comments e.g. include module name.</p>

Example Reports

<p>The Detail Required</p>	<ul style="list-style-type: none"> • Be concise and specific - please see the examples of good and poor responses to the report on the External Examiner Resources website • Detail the module/programme, and if applicable the collaborative partner to which your comment relates so we can review & action. • If you have any areas of concern, please expand on this i.e. substantiate your comment with the example • When you highlight areas of good practice, please expand on why it is good? i.e. substantiate your comment with the example • As above for areas for enhancement
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Submission & the University Response

<p>Why meet the deadline?</p>	<ul style="list-style-type: none"> • Critical aspect of our internal Monitoring and Evaluation process • The sooner we can engage the sooner we can share the identified good practice or action any areas of enhancement • Chief External Examiners will need to read field examiner reports before they are able to complete their overarching report.
<p>When is your Report Due?</p>	<ul style="list-style-type: none"> • Your report template will provide a submission date on an annual basis

	<ul style="list-style-type: none"> • You will receive an email from the Academic Quality and Partnerships Enhancement Team with your personalised report pro forma in May (unless otherwise specified) • You will submit your report online via the External Expertise Service. • Your fee will be paid once you have submitted your completed report.
The School Response	<p>A response from the School / College closes the feedback loop. This will:</p> <ul style="list-style-type: none"> • Acknowledge recognition for highlighted areas of good practice (to share with colleagues across School/University as appropriate) • Acknowledge any recommended areas for enhancement and actions that will be taken • Rationale if we disagree with any aspects of your report <p>You will be advised of the date you will receive this by in your report template.</p>
Reporting to the Vice-Chancellor	<p>External Examiners may, in exceptional circumstances, report separately and confidentially to the Vice-Chancellor on any matters of serious concern. It will be detailed in your report how you may do this. It is expected that these concerns would have been raised through your initial engagement / discussions with the School</p>

Chief External Examiners

Accessing Field External Examiner Reports	When Field External Examiner Reports are submitted to us, they will be made available to you.
When is Your Report Due?	<ul style="list-style-type: none"> • Your report is due in September, and you will be advised of the submission date in the report template. • For submission and payment of fee, see the same section above under 'Submission & the University Response'.

For further information regarding the External Examiner Annual Reporting process at UWE Bristol, please see our [External Examiner Resources Page](#), which contains our External Examiner Operational Guide, examples of 'good' and 'poor' reports. If you have any queries, please contact the External Examiner Team on ExternalsReport@uwe.ac.uk.