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| **UNIVERSITY OF THE ARTS LONDON**EXTERNAL EXAMINER REPORT FORM  |

**Name of External Examiner**:

**UAL College:**

**If acting as a Mentor, state to whom**

**Course:**

(e.g. BA Fine Art, and where appropriate, pathway):

**Academic Year** (e.g. 2017/18 or 2018/19):

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| This is your report on the course examined in the standard format required by the Academic Standards and Development Committee of the University of the Arts London. As well as being seen by the relevant academic and administrative staff at the University, this report will be made available internally, to the University community (including students). Copies of this report will also be made available, if requested, under the Freedom of Information Act but will first be subjected to scrutiny to ensure that no information which can be construed as personal data is included. In accordance with the Data Protection Act 1998, information included within the report relating to named individual students or members of staff will also be made available to those individuals if requested by them but may be conveyed in summary form.\* |

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| **FULL REPORT**This report will be seen by academic and administrative staff at the University, will be made available internally, and to the University community, via the Quality Information Intranet site. |
| **1. Administration**Were the following administrative arrangements satisfactory and was the following information provided to you? |
| (a) Continuous Monitoring Report(b) External Examiner Briefing (c) Course Handbook(d) Assessment briefs(e) Arrangements for meetings and  Examination Boards | **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ]  |
| If you indicated ‘no’ to any of the above, please add any additional comments: ***(Write a maximum of 100 words)*** |
| If this is your first year please indicate whether you received the following:  |
| (f) Link to the examiner handbook(g) Previous external examiner report(h) A formal induction to your role as an  External Examiner at the University(h) Details of your mentor (if relevant)(i) If you were allocated a Mentor, please  provide a brief overview of the support you received below | **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ] **Yes** [ ]  **No** [ ]  |
| If you indicated ‘no’ to any of the above, please add any additional comments: ***(Write a maximum of 100 words)*** |

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| **2. Assessment Standards**Please comment on the quality and standards of the assessment process, drawing particular attention to: (a) internal marking; (b) internal moderation; (c) the conduct of the Examination Board. Overall, in your view, has the process of assessment been soundly and fairly conducted? ***(Normally write between 100 - 200 words)*** |

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| **3. Student Performance**Please comment on: (a) particular strengths and weaknesses revealed during your involvement in the assessment process (but do not mention individual students by name); (b) the distribution of marks; (c) whether student performance is comparable to similar courses in your experience. ***(Normally write between 100 - 200 words. For undergraduate courses please comment on level 5 and 6)*** |

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| **4. Appropriateness of Assessment**Please comment upon appropriateness of the assessments. In particular: (a) were the assessment requirements appropriate to the level of the award, and (b) did the assessment methods allow each student to demonstrate achievement of the learning outcomes ***(Normally write between 100 - 200 words. For undergraduate courses please comment on level 5 and 6)*** |

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| **5. Quality Enhancement of the Student Experience**In your opinion, within its stated aims and outcomes, what recommendations would you make that could enhance and improve the student experience of this course ***(Normally write between 100 - 200 words)*** |

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| **6. Any Other Comments**Please give comments on any matter(s) not raised elsewhere that you feel would be helpful arising from the assessments and the assessment process. ***(If you choose to make any comments, normally write between 100 - 200 words. For undergraduate courses please articulate whether the comments refer to level 5, 6 or overall)*** |

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| **7. Account Taken of Previous Comments**If you have acted as an External Examiner for this course before, are you satisfied that the comments made in your previous report have been adequately considered ***(Normally write between 100 - 200 words)*** |

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| **8. Overview of your tenure**If this is your final year please give us a brief overview of your tenure as an External Examiner for the University[[1]](#footnote-1). ***(Normally write between 100 - 200 words)*** |

When completed, please return this pro forma electronically to:

**Simon Ofield-Kerr**

**Deputy Vice-Chancellor, Academic**

at: examiners@arts.ac.uk

*\* The University of the Arts London acknowledges the University of Surrey for this disclaimer.*

1. The overview of your tenure is a requirement of QAA UK Quality Code for Higher Education on external examining and will be useful for both the University and the replacement external examiner [↑](#footnote-ref-1)