**EXTERNAL EXAMINER REPORT**

Please complete the following sections below and submit the report within **1 month** of the date of the final exam board to: [quality@rave.ac.uk](mailto:quality@rave.ac.uk)

Should you have specific concerns about the quality of a course, you can raise these, in confidence, with the Quality Office directly at: [quality@rave.ac.uk](file:///\\rave.ac.uk\dfs$\Staff\Users\Acampbell312\Documents\Drafts\EE%20Procedures%20and%20proformas\Pro-formas\quality@rave.ac.uk)

Please note that this report will be published on Ravensbourne’s intranet which is available for staff and students to see, and so you are asked not to make reference to specific students, either by name or through detailed reference to their work.

**GENERAL INFORMATION**

Name of external examiner:

Course(s)/Unit(s) examined:

Academic year:

**SUFFICENT EVIDENCE** (please tick all that apply)

* **Course materials**

Please confirm if you received the following documentation:

* External Examiner Handbook
* External Examiner reports for the previous 2 years
* Completed External Examiner Action Plan for the previous year
* Annual Course Monitoring Report for the previous year
* Minutes from the previous year’s assessment board
* Assessment Regulations
* **Coursework**
* Was sufficient coursework made available to you for assessment?
* **Assessment Board**
* Were you able to attend the assessment board?

**STUDENT PERFORMANCE**

Please comment on the performance of students on the course(s)/unit(s) you are examining. Comments should usually cover the following areas:

* Performance of students in relation to those on comparable courses elsewhere
* Strengths and weaknesses of students
* Quality of knowledge/skills demonstrated by students
* Depth and breadth of subject knowledge shown in students’ work
* Progression, retention and degree classification profiles in comparison with other UK Higher Education Institutions and national reference points
* Comparison with student performance in previous years

(If in your first year of appointment, please refer to the comments in the previous year’s report)

**LEARNING, TEACHING AND ASSESSMENT STANDARDS**

Please comment on the assessment standards used on the course(s)/unit(s) you are examining. Comments should usually cover the following areas:

* Suitability of assessment in comparison to unit specification, specifically in relation to intended learning outcomes
* Appropriateness of assessment for subject, level of study and expected outcomes
* Consistency, thoroughness and standard of marking
* Internal moderation
* Distribution of marks within and between units
* Comparability of overall degree classifications
* Conduct of the Assessment Board

**ASSESSMENT REGULATIONS**

Were Ravensbourne’s Assessment Regulations applied consistently and fairly across the course(s)/unit(s)?

**STRENGTHS AND WEAKNESSES**

Are there any particular strengths, or areas of good practice in relation to the course(s)/unit(s)? Any areas for development/enhancement?

**RECOMMENDATIONS**

**Advisable**

**Desirable**

**ACCOUNT TAKEN OF PREVIOUS COMMENTS**

Please state the response that you have received to previous comments raised about the course(s)/unit(s). If this is the first year of your tenure, please consider the response to comments raised in the previous external examiner report

**ADDITIONAL COMMENTS**

Please comment on any additional matter(s) not raised elsewhere that you would like to raise

**FINAL REPORT**

If this is the final year of your tenure please provide a brief overview of your tenure as an External Examiner for the University.

**CONFIRMATION**

By signing below you agree that:

* Ravensbourne’s assessment processes, conduct of the Assessment Board and procedure for the determination of awards and sound and fairly conducted
* There is comparability of standards with other institutions who offer similar courses

Signature:

Date: