



University of East Anglia

**PARTNERSHIPS OFFICE**

**ANNUAL EXTERNAL EXAMINER REPORT**

**Name of institution examined:** INTO UEA

**Faculty/School** INTO

**Course Title(s)** International Foundation

**Academic Year:** 2018-2019

**External Examiner Name:** Nick Whittaker

**External Examiner's home University / College or Other Professional / Institutional Affiliation:** Manchester Metropolitan University

*NB – External Examiner reports are widely circulated, therefore students and staff should not be individually identified. Course Teams will respond to the recommendations made by the External Examiner in the boxes provided. The response should be counter signed by the Head of HE or equivalent within ten working days.*

An electronic copy of this report should be emailed to the Head of HE (or equivalent) at the partner institution, to arrive no later than one month after the main assessment board meeting. You will receive a copy of the report with the Course Team's response completed.

**Sufficient Evidence Checklist**

Please can you confirm the following:

**Programme materials**

Did you receive:	Y	N	N/A
a. Programme handbook(s)?	X	<input type="checkbox"/>	<input type="checkbox"/>
b. Programme regulations (these may be in the programme handbook)?	X	<input type="checkbox"/>	<input type="checkbox"/>
c. Module descriptions (these may be in the programme handbook)?	X	<input type="checkbox"/>	<input type="checkbox"/>
d. Assessment briefs/marketing criteria?	X	<input type="checkbox"/>	<input type="checkbox"/>

**Draft examination papers**

- a. (i) Did you receive all the draft papers? X
- (ii) If not, was this at your request?
- b. (i) Was the nature and level of the questions appropriate? X
- (ii) If not, were suitable arrangements made to consider your comments?
- c. Were suitable arrangements made to consider your comments? X

### Marking examination scripts

- a. (i) Did you receive a sufficient number of scripts? X
- (ii) If you did not receive all the scripts, was the method of selection satisfactory?
- b. Was the general standard and consistency of marking appropriate? X
- c. Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? X

### Dissertations/project reports

- a. Was the choice of subjects for dissertations appropriate?   X
- b. Was the method and standard of assessment appropriate?   X

### Coursework/continuously assessed work

- a. Was sufficient coursework made available to you for assessment? X
- b. Was the method and general standard of marking and consistency satisfactory? X

### Orals/performances/recitals/appropriate professional placements

- a. Were suitable arrangements made for you to conduct orals and/or moderate performances/recitals/appropriate professional placements?   X

### Final examiners' meeting

- a. Were you able to attend the meeting? X
- b. Was the meeting conducted to your satisfaction? X
- c. Were you satisfied with the recommendations of the Board of Examiners? X

### Maintaining Threshold Academic Standards

Please provide feedback on whether:

<b>The programme and its component parts are coherent with learning outcomes aligned with the relevant qualification descriptor and subject benchmark statements where applicable</b>
Yes, the programme maintains academic standards
<b>The programme reflects appropriate PSRB requirements where applicable</b>
N/A
<b>Assessments in modules of the same level are of a comparable standard to those in other UK HEIs</b>
Yes, they are comparable with other institutions I have had experience of.
<b>The curriculum is current</b>
The curriculum I examine is current
<b>Assessment criteria, marking schemes and arrangements for classification are set at the appropriate level</b>
Yes

### Measuring Achievement, Rigour and Fairness

Please provide feedback on whether:

<b>The types of assessment are appropriate for the subject, the students, the level of study and the expected outcomes</b>
Yes, very suitable. I was very happy with the assessment, it is of a consistently high standard
<b>The marking scheme/grading criteria have been properly and consistently applied, and internal marking is of an appropriate standard, fair and reliable</b>
Yes, definitely. Excellent evidence of internal marking and moderation
<b>The assessment processes are carried out in accordance with the institution's regulations and procedures</b>
Yes
<b>Procedures governing mitigating/extenuating circumstances, academic integrity/misconduct and borderline performances have been considered fairly and</b>

**equitably applying institutional regulations**

Yes

### **Comparability of Standards and Student Performance**

Reflecting on your experience at other institutions please provide feedback on:

**The comparability of standards and student achievement:**

- across the modules within a single programme
- across programmes within a single subject area in an awarding institution
- across programmes within a single subject area across institutions of which you have experience
- any of the above, across cohorts during your period of appointment

The standards for this Foundation are excellent. They compare very favourably with other institutions for Mathematics. INTO continues to be congratulated on this programme.

### **Enhancement of Quality**

Please provide comment and recommendations on:

**Good practice and innovation relating to learning, teaching and assessment you have observed**

Excellent seminar and team work, very useful for international students' confidence building. Excellent moderation by staff, clear and full.

**Opportunities to enhance the quality of the learning opportunities provided to students**

Good extra-curricular facilities available to all students.

Also, please:

**State whether you received sufficient evidence to enable your role to be fulfilled. If not, please provide details**

Yes, I received ample material in good time.

**State whether issues raised in the previous report(s) have been, or are being, addressed to your satisfaction**

Not applicable, as previous reports have been excellent

**Use this space to address any issues as specifically required by any relevant professional body**

None

**Give an overview of your term of office if this is your final year**

Throughout my term of office at INTO, I have always been extremely satisfied with the organisation of events, the work submitted, the committed staff and the assessments done by students. Staff and the Course Leader have made my role so much easier with their organisation and help.

I would hold INTO as an exemplar of how to run an International Foundation

**RECOMMENDATIONS, RESPONSE AND ACTION PLAN**

Please list your recommendations for action by the course team:

<b>External Examiner's Recommendations for action</b> <i>(to be completed by External Examiner)</i>	<b>Course Team's Response (action to be taken and measurable outcomes)</b> <i>(to be completed by Course Leader)</i>	<b>By whom</b> <i>(to be completed by Course Leader)</i>	<b>By when</b> <i>(to be completed by Course Leader)</i>
None. Just keep up the excellent work.			

Report completed by:

Signature



Date: 21 August 2019

**COURSE TEAM'S GENERAL RESPONSE TO THE REPORT**

Many thanks Nick for your feedback and support during your tenure as our External Examiner. Your support has been much appreciated and helped us further shape our programme and student experience. Best wishes for the future!

**Responses and Action Plan completed by:**

Course Leader:

Date: 31/10/19

Dawn Wilkinson

*(Please print name and sign)*

**Countersigned by:**


Head of HE (or  
equivalent)

Jeremy Moyle

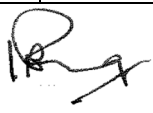
Date:

1/11/19

**To be completed by the Partnerships Office:**

A	No action identified	X
B	Identified action and picked up appropriately	
C	Identified action and not picked up appropriately or action not identified	
 H Jackson Assistant Head of Partnerships 1 November 2019		

**To be completed by Academic Director of Partnerships**

A	No action identified	X
B	Identified action and picked up appropriately	
C	Identified action and not picked up appropriately or action not identified	
 Professor Ian Dewing Academic Director of Partnerships 13 November 2019		