

ANNUAL EXTERNAL EXAMINER REPORT

Name of Institution Examined: INTO UEA

Faculty/School: INTO UEA

Course Title(s): International Foundation,
International Year One,
International Graduate Diploma

Academic Year: 2021/22

External Examiner Name: Dr Peter Hughes

External Examiner's home University / College or Other Professional / Institutional Affiliation: University of Leeds

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:

SECTION 1
Please complete this section

Programme materials

Did you receive:

a. Programme handbook(s)?	Yes
b. Programme regulations (these may be in the programme handbook)?	Yes
c. Module descriptions (these may be in the programme handbook)?	Yes
d. Assessment briefs/marketing criteria?	Yes

SECTION 2

If the course(s) you examine do not have any examinations then please go to section 3

Draft examination papers

a. Did you receive all the draft papers?	Yes
If not, was this at your request?	Choose an item.
b. Was the nature and level of the questions appropriate?	Yes
If not, were suitable arrangements made to consider your comments?	N/A
c. Were suitable arrangements made to consider your comments?	Yes

Marking examination scripts

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

SECTION 3

If the course(s) you examine do not have any dissertations/projects then please go to section 4

Dissertations/project reports

a. Was the choice of subjects for dissertations appropriate?	Choose an item.
b. Was the method and standard of assessment appropriate?	Choose an item.

SECTION 4
Please complete this section

Coursework/continuously assessed work

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

SECTION 5
If the course(s) you examine do not have any Orals/performances/recitals/appropriate professional placements, please go to section 6

Orals/performances/recitals/appropriate professional placements

a. Were suitable arrangements made for you to conduct orals and/or moderate performances/recitals/appropriate professional placements?	Choose an item.
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SECTION 6
Please complete this section

Final examiners' meeting

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

SECTION 7
Please complete this section

Maintaining Threshold Academic Standards

Please provide feedback on whether:

The programme and its component parts are coherent with learning outcomes aligned with the relevant qualification descriptor and subject benchmark statements where applicable

The modules I reviewed had clear and appropriate learning outcomes. The learning outcomes of the specific modules contributed in a clear manner to the stated programme level learning outcomes. The modules show good alignment with the content and assessment delivery and ensuring successful students achieve the module learning outcomes.

The learning outcomes for the modules are appropriate and aligned with the benchmarks and discipline expectations for these programmes.

The programme reflects appropriate PSRB requirements where applicable

N/A

Assessments in modules of the same level are of a comparable standard to those in other UK HEIs

The assessments are all at a comparable standard to other programmes I have knowledge of.

The curriculum is current

Yes. The modules are delivering expected techniques and content for this level.

Assessment criteria, marking schemes and arrangements for classification are set at the appropriate level

Assessment criteria and marking schemes are consistently appropriate. Classifications were also set at an appropriate level.

SECTION 8**Please complete this section****Measuring Achievement, Rigour and Fairness****Please provide feedback on whether:****The types of assessment are appropriate for the subject, the students, the level of study and the expected outcomes**

The approach to assessment for all modules matches discipline conventions and serves the students well in preparing them for the methods of assessment in further study.

The level of study is consistently appropriate.

The marking scheme/grading criteria have been properly and consistently applied, and internal marking is of an appropriate standard, fair and reliable

The presentation and clarity of marking schemes is excellent. The consistency in the application of the marking scheme and second marking is also excellent.

The marking is consistently appropriate, fair and reliable.

The assessment processes are carried out in accordance with the institution's regulations and procedures

The entire assessment process matches the institutional regulations and procedures as stated in the documents I have received.

Procedures governing mitigating/extenuating circumstances, academic integrity/misconduct and borderline performances have been considered fairly and equitably applying institutional regulations

The cases I saw where the application of mitigation and academic integrity policies were required were fair and consistent and in line with the regulations.

SECTION 9**Please complete this section****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

From my involvement in the comparable programmes at the university of Leeds, I would consider all the materials and modules I have seen to be of a comparable standard.

The standards in these modules has remained consistent and to a high standard during my time as an external examiner.

Enhancement of Quality**Please provide comment and recommendations on:****Good practice and innovation relating to learning, teaching and assessment you have observed**

As I have stated before, the approach to assessment and marking is consistently excellent. Of particular excellence is the clear role for second marking, the documentation of this process and the consistent use of clear, well-articulated marking schemes.

The Quantitative Analysis from the Graduate Diploma is an excellent example of designing and delivering an applied and practical approach to quantitative analysis. This is matching up with changes in discipline expectations around data literacy and ability to respond and engage with data in a flexible and applied manner.

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

n/a

Also, please:

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

I received sufficient evidence to enable me to act as external examiner for these modules. The evidence was well presented and detailed.

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

n/a

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

n/a

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

n/a

RECOMMENDATIONS, RESPONSE AND ACTION PLAN

Please list your recommendations for action by the course team:

External Examiner's Recommendations for action <i>(to be completed by External Examiner)</i>	Course Team's Response (action to be taken and measurable outcomes) <i>(to be completed by Course Leader)</i>	By whom <i>(to be completed by Course Leader)</i>	By when <i>(to be completed by Course Leader)</i>	Progress as of February 20__ <i>(to be completed by Course Leader)</i>	Progress as of end of Year <i>(to be completed by Course Leader)</i>

Report completed by:

Signature



Date: 13/01/2023

COURSE TEAM'S GENERAL RESPONSE TO THE REPORT

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Responses and Action Plan completed by:

Course Leader:

Date:

(Please print name and sign)

Countersigned by:

Head of HE (or
equivalent)

Date:

MID-YEAR REVIEW OF ACTIONS (FEBRUARY 20)

To be completed by Course Leader:

Mid-Year Review of Actions Completed:	Signature:	Date:
External Examiner Notified:	Signature:	Date:

YEAR END REVIEW OF ACTIONS (MONTH 20)

To be completed by Course Leader:

Year End Review of Actions Completed:	Signature:	Date:
External Examiner Notified:	Signature:	Date:

To be completed by the Academic Partnerships:

Choose an action	Choose an item.

To be completed by Associate Pro-Vice-Chancellor of Partnerships and Apprenticeships:

Choose an action	Choose an item.

DOCUMENT OWNER: Academic Partnerships

DOCUMENT TYPE: Form

APPROVED BY: Academic Partnerships

VERSION NUMBER: 2

DUE FOR REVIEW: June 2020

VERSION LOG:

Date	Version no.	Summary of changes	Author	Approved by
May 2019	2	Updated to include table for mid-year review of action plan	Academic Partnerships	Academic Partnerships
October 2021	3	Updated to include drop down boxes		