

ANNUAL EXTERNAL EXAMINER REPORT

Name of Institution Examined: INTO UEA

Faculty/School: Foundation for Business and Humanities

Course Title(s): Fnd Introduction to Business
 Fnd Professional and Communication Skills
 Int Year One Financial and Management Accounting
 Int Year One Introduction to Media Studies for International students
 Int Year One Organisational Behaviour
 GDip Core Business
 GDip Entrepreneurship
 GDip Introduction to Research (Business related)

Academic Year: 2022/23

External Examiner Name: Dr Iftakar Haji

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

SECTION 1
Please complete this section

Programme materials

Did you receive:

a. Programme handbook(s)?	Yes
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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?	Yes
b. Was the nature and level of the questions appropriate?	Yes
If not, were suitable arrangements made to consider your comments?	Yes
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?	N/A
b. Was the method and standard of assessment appropriate?	N/A

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?	Yes
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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

All components of assessments were commendable and very clear how different and varied assessments met the different learning outcomes of each module. The assessments were in line to meeting the learning outcomes.

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 diverse and innovative and are comparable to other universities. I like the varied assessments across the board that enables students to excel and develop skills. More importantly I like how some modules provide a percentage mark for engagement in the module.

The curriculum is current

The curriculum is current and up to date which ensures students acquire the necessary skills required for their further studies onto degree programmes. I like how there are specific modules for specific program pathways that really do emphasise the necessary skills required for advanced undergraduate studies. The level of support provided for students is commendable.

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

The marking criteria and rubric used is very clear and transparent to the students. I like how you use a standard rubric for each element of the assessment and then you provide an overall comment on the performance. This ensures consistency and transparency to the student. It is clear second marking and moderation is conducted and is evidenced well in the sample provided for me to review.

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 type of assessments for each module is commendable. I like how it is varied and well suited to each modules learning outcome. The marking was fair and consistent throughout the modules. Both quantitative and qualitative feedback was provided to students to allow students to see how they can improve their grades for future assessments.

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

The marking has been properly and consistently applied, and internal marking is of an appropriate standard, fair and reliable. In particular, I like I like how you use a standard rubric for each element of the assessment and then you provide an overall comment on the performance. This ensures consistency and transparency to the student. It is clear second marking and moderation is conducted and is evidenced well in the sample provided for me to review.

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

The assessments are carried out in accordance with the institutions regulations and procedures. However, it was worth considering for future especially when it is not an exam, how AI might impact students' performance on their assessments. Although AI is not advanced yet but for demonstrating basic knowledge of the subject area it may be worth noting how you would overcome this.

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

This has been considered fairly and consistent across the board.

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**

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Enhancement of Quality

Please provide comment and recommendations on:

Good practice and innovation relating to learning, teaching and assessment you have observed
I like the wide range of assessment which is fantastic as it provides ample opportunity for students to excel. Some modules have 100% pass rate which demonstrates great engagement from students. I also like how consistent rubrics are used for marking and providing students with written feedback as well – it is clear that the students are well supported. Additionally, attention is given to the learning outcomes as demonstrate with the varied assessments. Overall well done to the whole team for an excellent execution of the program
Opportunities to enhance the quality of the learning opportunities provided to students
The one observation I noted for introduction to business is that students across the cohort has preformed lower on the 50% when compared to the other forms of assessment for the module. This may have been as a result of students coming back from covid and having an exam assessment after a large period other assessments were used. Perhaps to ease the students back into exams to provide less weighting on an exam or provide students with additional support for exams.

Also, please:

State whether you received sufficient evidence to enable your role to be fulfilled. If not, please provide details
I have received sufficient evidence to enable your role to be fulfilled.
State whether issues raised in the previous report(s) have been, or are being, addressed to your satisfaction
This is my first time being an external examiner at this institute.
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
This is my first year and I liked the efficiency and consistency of this process. Thank you

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

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Date:

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COURSE TEAM'S GENERAL RESPONSE TO THE REPORT

Many thanks Iftakar for your thorough and positive feedback and comments. We note there are no specific recommended actions for this cycle. (PT 17.10.23).

Responses and Action Plan completed by:

Course Leader:

Date: 17.10.23

Paul Thompson

(Please print name and sign)

Countersigned by:

Head of HE (or
equivalent)



Date:

24/10/23

To be completed by the Academic Partnerships:

Choose an action	A - No Action Identified
Hannah Jackson Head of Partnerships 23 October 2023	

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

Choose an action	Choose an item.

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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:

DOCUMENT OWNER: Academic Partnerships

DOCUMENT TYPE: Form

APPROVED BY: Academic Partnerships

VERSION NUMBER: 3

DUE FOR REVIEW: June 2023

VERSION LOG:

Date	Version no.	Summary of changes	Author	Approved by
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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		
October 2022	4	Updated to move sign off boxes so they are sequential in terms of when the report is updated	Alexandra Smith	Academic Partnerships