

ANNUAL EXTERNAL EXAMINER REPORT

Name of Institution Examined: INTO UEA

Faculty/School: _____

Course Title(s): Foundation and Grad Dip English Language and Study Skills Modules

Academic Year: 2022/23

External Examiner Name: Maria Calonico

External Examiner's home University / College or Other Professional / Institutional Affiliation: Queen Mary University of London

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? | Choose an item. |
| 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? | N/A |
| b. Was the method and general standard of marking and consistency satisfactory? | N/A |

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? | N/A |
|--|-----|

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

Yes, the programme responds satisfactorily to 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

Yes, the level of other foundation and Grad Dip programmes I am aware of are of a comparable level to those at INTO UEA.

The curriculum is current

The contents, topics (or themes) covered in each pathway and the way students are assessed for each skill are current and up-to-date.

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

I agree with the statement above.

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

I found the assessments suitable for the level of study and the English level of the students on entry.

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

I agree with the statement above.

Last year, in the January GradDip presentations I pointed out there was almost no difference in scores between an extremely fluent and accurate student and other much weaker students. I haven't observed that this year.

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

Yes.

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

Yes.

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

This is my first ever appointment as an external examiner, therefore I haven't got enough experience to make this kind of comparisons.

However, if I compare the results with results in similar programmes I have taught on or been Course Leader on I can say that the pass rates are similar.

Enhancement of Quality

Please provide comment and recommendations on:

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

I reiterate what I said last year.

I haven't observed anything different this year and I'm looking forward to the changes I've been informed will happen in 2023-2024.

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

Please see my comments from last year.

Also, please:

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

I still believe reading the past External Examiner reports would be useful.

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

- I was glad to see slightly longer and more personalised comments on the feedback sheets.
- In some document names, colleagues have added the scores, but some of these were missing. This might sound like a very unimportant request, but it does contribute to organise my work and avoid confusion. A further step could be putting both the script/video and the feedback sheet in a folder (this is for writing assessments and presentations/seminars) labelled with the student's name and score. This is particularly important in seminars, where there are three or four students participating.
- I have been given information about class materials, but I haven't been provided with past EE reports.

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> |
|--|---|---|---|--|--|
| Please add scores to all document titles in the sample. For example: Mary Smith - 68 | Requested all teaching colleagues for this to be done going forward. | Assistant Academic Managers (Pre Master); Academic Manager Foundation). | August 2023 Exam Board | | |
| I'm aware this could take some time to organise and I'm also aware of the students' English entry level, but I still would like you to consider making the writing for the GradDips slightly more challenging in terms of demonstrating research and critical thinking skills. | Teaching colleagues have now been made aware of this suggestion. | Pre-Master teachers | August 2023 Exam Board | | |
| It would be very helpful if I could see past EE reports. | My understanding is the link to past reports has been shared, at induction and recently. Please request from Natalia if not the case. | Natalia Ponomareva | | | |

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|--|--|--|--|--|--|
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Report completed by: **Maria Calonico**

Signature *Maria Calonico*

Date: 13/10/2023

COURSE TEAM'S GENERAL RESPONSE TO THE REPORT

Many thanks for the helpful comments and feedback, Maria. All noted and relevant colleagues notified as detailed above.

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

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 | B - Identified action and picked up appropriately |
| 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. |
|------------------|-----------------|
| | |

DOCUMENT OWNER: Academic Partnerships

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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 | | |