



University College Birmingham
External Examiner's Report for 2025/2026

Please complete and return to the email below by the following date: **31st July 2026**

HE Quality Department
University College Birmingham
Summer Row
B3 1JB
HE-Quality@ucb.ac.uk

Please enter your details below:

Name:		Year of service (e.g. 1 st , 2 nd)	
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Please complete the following information about the programme(s) you are examining, as provided on your formal letter of appointment:

Academic Session	2025/2026
Programme(s):	
Name of School:	

The University greatly values the written advice provided by its external examiners in their annual reports. Please note all reports are personally read by the Pro-Vice-Chancellor (Curriculum, Teaching & Learning) or their nominee, all questions on this report form should be answered fully and in as much detail as possible.

The contents of this report will be discussed at the relevant University committees and are available to any student on the portal or on request. Therefore, there should be **no identifiable reference to individual members of staff or students** (either by use of name or student ID number) in this report to ensure appropriate confidentiality is maintained.

If you have any queries regarding completion of your report, please contact j.reid@ucb.ac.uk.

Question 1 – Programme / Curriculum

- 1a. Does this programme align with the threshold academic standards in accordance with the frameworks for higher education qualifications and applicable benchmark statements?

Yes / No	
<i>EE Comments on good practice, recommendations or issues:</i>	
1a.	

- 1b. Are the processes for assessment, examination and the determination of awards sound and fairly conducted?

Assessment: Yes / No	Examination: Yes / No / NA	Awards: Yes / No
<i>EE Comments on good practice, recommendations or issues:</i>		
1b.		

- 1c. Are the academic standards and the achievements of students comparable with those in other UK higher education institutions of which you have experience? For example:
- across the modules within a single programme;
 - across programmes within a single subject area with the University;
 - across programmes within a single subject area across institutions of which you have experience;
 - any of the above, across cohorts during the examiner's period of appointment.

Yes / No	
<i>EE Comments on good practice, recommendations or issues:</i>	
1c.	

- 1d. Does the curriculum meet the student needs? For example, please comment on:-
 whether the provision is coherent and the outcomes align with the relevant external reference points (e.g. subject benchmark statements);
- whether the curriculum is current and up-to-date;
 - any innovation relating to learning, teaching, assessment and student opportunities;
 - rigour and appropriateness of the methods of assessment used in relation to the levels of study and stated learning outcomes;
 - comparability of assessment (e.g. method of assessment or assessment load) in modules of the same level.

Yes / No	
<i>EE Comments on good practice, recommendations or issues:</i>	
1d.	

Question 2 – External Examiner involvement and duties

- 2a. Please comment on the following:

	YES	NO	N/A
i) Did you receive appropriate briefing material to allow you to carry out your role and responsibilities effectively, e.g. copies of the syllabus, marking schemes?			
ii) Did you receive sufficient information at both programme and module level?			
iii) Did you receive all the necessary draft assessments for comment?			
iv) Did you attend Board of Examiners meetings?			
v) Were you clear on your lines of communication with the University and was communication from the University clear			
<i>EE Comments on good practice, recommendations or issues:</i>			
2a.			

- 2b. Please comment on your overall satisfaction with your level of involvement as external examiner in the processes for determining the academic awards.

Comments:	
2b.	

- 2c. Were you satisfied with the operation and effectiveness of the examination boards?
For example:
- were you invited to attend the meeting?
 - were the assessment processes carried out in accordance with the University's regulations and procedures (or agreed exemptions applied)?
 - were you satisfied that the administration procedures enabled you and the Examination Board to carry out your respective duties effectively?
 - were module assessment marks available for all modules on overall student performance and achievement to enable you to advise the Examination Board?

Comments:	
2c.	

- 2d. Did you receive a response to your last report and are you satisfied that any comments made in all previous reports have been noted/acted upon?

Comments:	
2d.	

Question 3 – Assessment, Marking and Moderation

- 3a. Are you satisfied that the operation of the internal and external moderation process was effective? For example?
- were you provided with a suitable sample of student work for inspection with appropriate accompanying documentation, for all modules that you have been appointed to?
 - Did you have sufficient time to inspect the sample work?
 - Was the internal moderation process transparent?

Please note – UCB does **not** indicate on a student's script whether their assessment/exam was included in the moderation process. This is only detailed on the Moderation sheet.

<i>EE Comments on good practice, recommendations or issues:</i>	
3a.	

- 3b. Are you satisfied that the marking of assessments and feedback to students conducted fairly? For example:
- Did the assessment process measure student achievement rigorously and fairly against the intended outcomes of the provision;
 - Were the marking criteria applied properly and consistently, and therefore was the internal marking of an appropriate standard, fair and reliable?
 - was helpful feedback/feed forward provided to students?

<i>EE Comments on good practice, recommendations or issues:</i>	
3b.	

Question 4 – Meeting with Students

- 4a. The University's Code of Practice on External Examining states that External Examiners should be provided with the opportunity to meet groups of students informally to gather their views of the programme.

	YES	NO	N/A
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i) Were you offered the opportunity to meet with a representative group of students?			
ii) Were you able to attend the meeting?			
iii) Would you wish to meet students next year?			

- 4b. Please comment on the issues arising from this meeting you wish to communicate to the University. This may include comments on, for example:
- students' views of their experience of the academic tutorial support they receive (e.g. access to a designated tutor)
 - assessment scheduling/load
 - Feedback/feed forward on assessment
 - curriculum issues (e.g. module choice and equality of access)

<i>EE Comments on good practice, recommendations or issues:</i>	
4b.	

Question 5 – Collaborative Provision (this question only applies to Examiners with responsibility for collaborative provision)

- 5a. Were the academic standards and levels of student achievement measured against University regulations? Have you examined both onsite and offsite provision and were the standards comparable?

<i>EE Comments on good practice, recommendations or issues:</i>	
5a.	

Question 6 – Any Other Comments

- 6a. Please provide any comments or suggestions for improvement that you might have about the programme, teaching methods, assessment strategies, marks schemes, academic feedback/feed forward to students etc here. If there are any recurring issues which you feel have not been addressed from the previous academic session they should also be noted here.

<i>EE Comments on good practice, recommendations or issues:</i>	
6a.	

Question 7 – For external examiners in their final year of appointment

- 7a. The University welcomes any additional comments that you might have, based on your experience as external examiner for the period of your appointment.

<i>Comments:</i>	
7a.	

End of Report Form