

## Open University Validation Partnerships

### External Examiner report template

An electronic copy of this report should be sent to:

[ouvp-external-examiners@open.ac.uk](mailto:ouvp-external-examiners@open.ac.uk)

Or, a signed hard copy sent to:

The Director, OUVV, The Open University, Walton Hall, Milton Keynes, MK7 6AA,  
United Kingdom.

You should also submit a copy of this report to the institution.

#### Section A: General information

<b>Institution:</b>		
<b>Programme:</b>		
<b>Subject examined:</b>		
<b>Name of examiner:</b>		
<b>Address:</b>		
<b>E-mail:</b>		
<b>Current year of appointment</b>		

## Section B: External examiner's report

The reporting structure of this section is intended to help draw out issues which may require attention by the Institution or the University. It should not be seen as limiting in any way the range of issues which may be addressed or the level of detail given. The report will be considered as part of the annual evaluation process and, as such, external examiners are encouraged to be as frank and open as possible, but avoiding wherever possible references to individual staff or students. External examiners' attention is also drawn to 'The Guide for external examiners of OU validated awards', which should be forwarded by partner institutions to their external examiners.

<b>Please comment as appropriate on:</b>
1. The range of assessed material and information provided by the institution on which your report is based to include confirmation that sufficient evidence was received to enable your role to be fulfilled.
2. Whether the standards set are appropriate for the award, or award element, by reference to any agreed subject benchmarks, qualifications framework, programme specification or other relevant information.
3. The quality of students' work, their knowledge and skills (both general and subject-specific) in relation to their peers on comparable programmes elsewhere.
4. The strengths and weaknesses of the students
5. The quality of teaching and learning, as indicated by student performance
6. The quality of the curriculum, course materials and learning resources
7. The quality and fairness of the assessments, in particular their:
(i) design and structure
(ii) relation to stated objectives and learning outcomes of the programme

(iii) marking to include comments on whether marking scheme / grading criteria has been consistently applied	
8. Where the programme has specific work-related learning outcomes (e.g. Apprenticeships and Foundation Degrees) please comment on the assessment and achievement of these outcomes, including employers' involvement where relevant.	
9. The administration of the assessments, operation of examination boards, briefing of external examiners, access of external examiners to essential materials, etc.	
10. Have all the issues identified in your previous report been addressed by the institution?	
YES/NO – please delete as appropriate	
If no, please comment	
11. Please confirm that the assessment and standards set for the programme as a whole, including all its pathways, modules or individual courses are consistent and appropriate, and that the processes for assessment and determination of awards are fair, reliable and transparent across the provision. <i><u>(For those with responsibility across the whole programme or for chief external examiners – if in doubt please check with the appointing institution)</u></i>	
12. Any other comments	
Please ensure that you sign and date below, if sending a hard copy of this report	
Signed:	
Date:	