



The Open
University

Centre for Inclusion and Collaborative Partnerships (CICP)

External Examiner report template

An electronic copy of this report should be sent to:

cicp-external-examiners@open.ac.uk

Or, a signed hard copy sent to:

The Director, CICP, 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

Institution:	Leeds City College
Programme:	Professional Graduate Certificate in Education Certificate in Education Post-16 Education and Training
Subject examined:	Pre-Service and in-Service - Generic
Name of examiner:	Tina Richardson
Address:	
E-mail:	
Current year of appointment	3rd?

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.

Please comment as appropriate on:
1. The range of assessed material and information provided by the institution on which your report is based.
I was supplied with a very broad range of assessed materials and information in a timely manner. It was made available to me electronically and in a format accessible and readable to me.
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.
The standards are appropriately set and comparable to programmes elsewhere.
3. The quality of students' work, their knowledge and skills (both general and subject-specific) in relation to their peers on comparable programmes elsewhere.
The work completed is comparable to the work completed by students elsewhere on comparable programmes.
4. The strengths and weaknesses of the students
Due to my own time constraints, I have not been able to spend as much time reviewing the students work, as normal, although I have reviewed enough to be confident in the judgement I am making as EE. Generally, I have seen good development in the trainees' teaching and learning over the duration of the course. The students have developed good reflective practice. Trainees (students) have developed academic writing skills, including spelling punctuation and grammar, which will also help their minimum core The students do not demonstrate any significant weaknesses compared to other programmes, elsewhere. I would like to commend the students on completing or progressing their studies during a very difficult year.

5. The quality of teaching and learning, as indicated by student performance

I would like to commend the teaching team for their hard work ensuring the students were not impacted detrimentally by Covid -19

As usual, there is strong evidence of mirroring of good practice in the delivery of the Awards, which then translates into the development of the students' pedagogic skills, as evidenced by observations of teaching and learning by mentors and the College team.

6. The quality of the curriculum, course materials and learning resources

The quality of the resources are excellent. I hope the new book on Behaviour written by members of the team is part of the e-reading list for next year..

7. The quality and fairness of the assessments, in particular their:

(i) design and structure

Some minor adjustments have taken place in light of Covid-19, all of the changes have been run by me before being implemented. I have been kept up to date throughout the course.

(ii) relation to stated objectives and learning outcomes of the programme

Despite the changes made to assessments, they still meet the aims and objectives of the programme.

(iii) marking

As usual. marking is very comprehensive with appropriate development points for feedforward. I would like to commend the team for the time and attention taken on the feedback. Students submit using a number of different electronic platforms but the lecturers make sure that appropriate feedback is given in whatever e-platform used.

Moderation is excellent and demonstrates very good practice, there is sound evidence of standardisation of marking as there is a good agreement between the marker and moderator, where there is a slight difference in grade, there is evidence of a professional discussion and an agreed mark.


8. Where the programme has specific work-related learning outcomes (e.g. Foundation Degrees) please comment on the assessment and achievement of these outcomes, including employers' involvement where relevant.

NA

9. The administration of the assessments, operation of examination boards, briefing of external examiners, access of external examiners to essential materials, etc.

All processes are explained in good time and access given to all essential materials in a timely manner with checks to make sure all materials are accessible. Agin, I would like to thank administrators for making the transition to online boards as smooth as possible.

10. Have all the issues identified in your previous report been addressed by the institution?

YES/	
If no, please comment	
<p>11. <i>(For chief external examiners or those with responsibility for the whole programme – if in doubt please check with the appointing institution)</i></p> <p>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 and sound across the provision.</p>	
<p>The assessment and standards set for the programme as a whole are consistent and appropriate, assessment and determination of awards are fair and sound across the provision.</p>	
12. Any other comments	
<p>I would like to send my congratulations to the cohort of students completing in academic year 2020 and to the whole team for ensuring this happened.</p>	
Please ensure that you sign and date below, if sending a hard copy of this report	
Signed:	
Date:	23 rd June 2020