**External Examiner System (Taught Provision) Annual Report**

**Guidance for Completion**

Thank you for acting as an external examiner for the University of Liverpool. In accordance with your involvement in assessment practices and procedures as an external examiner, as described in the [Code of Practice on Assessment](http://www.liv.ac.uk/tqsd/code-of-practice-on-assessment/) (Appendix H), the University requires that you complete a report in relation to the duties you have fulfilled. The payment of a fee is contingent upon receipt of this report.

**How to complete your report**

This report template is used to ensure that the feedback you provide addresses QAA requirements. **For this reason, the University asks that you use the template**. Reports which are not provided using this template may not be accepted and this may delay the payment of your fee.

Please complete the cover sheet of your report using your appointment details which are available from [HERMES](http://tulip.liv.ac.uk/pls/new_portal/webwise.exw_public.examiner_login). The remainder of the report should be completed as appropriate to your role:

* **Subject level external examiners**: please complete sections 1 – 9.
* **Programme level external examiners**: please complete sections 1 – 12.
* **Award level external examiners**: please complete sections 1 – 13.
* **Duties relating to provision based outside Liverpool:** please also complete section 14.
* **Final year external examiners**: please also complete section 15.

Please note that each section has a fixed amount of space for feedback to be provided. Text which exceeds this space will not be displayed.

**Purpose of annual report**

Your report will be circulated within the University for the purpose of informing and enhancing academic quality and standards. The annual report comprises written feedback and a checklist both of which must be completed. The report should be uploaded, and submitted, using [HERMES](http://tulip.liv.ac.uk/pls/new_portal/webwise.exw_public.examiner_login).

**Report submission and deadlines**

A report is required by the deadlines indicated, after the relevant board(s) of examiners:

* Module Review Board of Examiners: by 31st July (UG and/or PGT)
* Final Board of Examiners: by 31st July (UG) and/or 31st December (PGT)

External examiners appointed to cover both undergraduate and postgraduate taught levels of provision, including provision shared by integrated Master’s programmes and postgraduate taught programmes, for which there are different deadlines, are required to submit separate reports.

***NB. Report(s) should not refer to specific students or staff by name.***

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External Examiner System   
(Taught Provision)**

**Annual Report for Session** Choose an item.

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| **Examiner’s Full Name:** | Anthony Bagnall |
| **Host Department/School:** | Computer Science |
| **Home Institution:** | University of East Anglia |

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| **Levels of responsibility :** *(please select all that apply)* | **Subject Level** | **Programme Level** | **Award Level** |
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| **Report coverage for this report:** *(please select as appropriate)* | **Undergraduate** | **Postgraduate Taught** |  |
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| **Modules or components examined:** *(please copy and paste from HERMES as appropriate)* | LCMPE 211 LCMPE362  LCMPE222 LCMPE344  LCMPE232 LCMPE351  LMTH233 LCMPE353  LCMPE251 LENG400  LMTH263 LCMPE321  LCMPE272 LCMPE312  LMCPE331 LCMPE332 |
| **Programme(s) examined  (if appropriate):** | Click here to enter text. |

**SECTION 1: SUMMARY CHECKLIST**

All external examiners should complete this summary checklist, responding with ‘N/A’ to those questions which are not relevant to the role and responsibilities undertaken.

If you wish to add commentary to your answers please use Section 9 of the written report to do so.

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| **Induction and training** | **Y** | **N** | **N/A** |
| 1. Did you receive sufficient documentation and information to enable you to carry out the role and responsibilities associated with your appointment? |  |  |  |
| 1. If you attended an induction event, did this sufficiently prepare you for carrying out your role and responsibilities? |  |  |  |

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| **Programme materials** | **Y** | **N** | **N/A** |
| 1. Were you provided with access to: 2. Programme handbook(s)? 3. Programme regulations? 4. Module descriptions 5. Assessment briefs/marking criteria? |  |  |  |

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| **Draft examination papers or continuous assessments (as appropriate)** | **Y** | **N** | **N/A** |
| 1. Did you receive all the draft papers?   If not, was this at your request? |  |  |  |
| 1. Was the nature and level of questions appropriate?   If not, were suitable arrangements made to consider your comments? |  |  |  |
| 1. Overall, were suitable arrangements made to consider your comments? |  |  |  |
| **Marking examination scripts** | **Y** | **N** | **N/A** |
| 1. Did you receive a sufficient number of scripts? |  |  |  |
| 1. If you did not receive all of the scripts, was the method of selection satisfactory? |  |  |  |
| 1. Was the general standard and consistency of marking appropriate? |  |  |  |
| 1. Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? |  |  |  |

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| **Dissertations / project reports** | **Y** | **N** | **N/A** |
| 1. Was the choice of subjects for dissertations appropriate? |  |  |  |
| 1. Was the method and standard of assessment appropriate? |  |  |  |

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| **Coursework / continuously assessed work** | **Y** | **N** | **N/A** |
| 1. Was sufficient coursework made available to you for assessment? |  |  |  |
| 1. Was the method and general standard of marking and consistency satisfactory? |  |  |  |

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| **Orals / performances / recitals / appropriate professional placements** | **Y** | **N** | **N/A** |
| 1. Where applicable, were suitable arrangements made for you to moderate vivas/performances/recitals/appropriate professional placements? |  |  |  |

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| **Meeting(s) of the Board of Examiners** | **Y** | **N** | **N/A** |
| 1. Were you able to attend the relevant meeting(s) of the Board of Examiners? |  |  |  |
| 1. Was the meeting conducted to your satisfaction? |  |  |  |
| 1. Were you satisfied with the recommendations of the Board of Examiners? |  |  |  |

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| **1. Departmental response to Section 1** |
| Click here to enter text. |

**Please now proceed to the substantive written element of the report on page 4**

**SECTION 2: WRITTEN REPORT**

**All external examiners**: please complete sections 1 – 9.

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| **1. General assessment of the quality of the candidates, and their level of achievement.** |
| There are very few candidates on this programme and some of them are struggling. I see no systemic reason for this, it seems likely that they are just weak students. |
| **1. Departmental response to Section 2.1** |
| Click here to enter text. |

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| **2. The appropriateness of the various modes and content of assessments and the balance between them.** |
| Bilgi assess the students more than UK universities do, with 3-5 units of assessment per module being the norm. This is in line with standard practice in Turkey, and in that context I found the modes and content of assessment appropriate. |
| **2. Departmental response to Section 2.2** |
| Click here to enter text. |
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| **3. The appropriateness of the various modes of teaching in the light of the candidates’ performance.** |
| It is difficult to correlate modes of teaching and performance because of the small cohort size. However, qualitatively speaking, discussion with the module lecturers made me believe the modes of assessment are designed to encourage engagement and are appropriate. The staff are very proactive in monitoring individuals and seem to offer them a large amount of access. |
| **3. Departmental response to Section 2.3** |
| Click here to enter text. |

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| **4. The general achievement of the Learning Outcomes for the components/modules/programmes, and particular strengths and weaknesses.** |
| Overall, the assessments test whether the learning outcomes have been achieved. Again, the small sample size prohibits me generalising on student achievement. In terms of the evidence of student work, we identified a few problems which the staff at Bilgi will address. |
| **4. Departmental response to Section 2.4** |
| Click here to enter text. |

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| **5. The administration of assessments procedures; comparison with previous years and whether institutional policies and procedures were followed.** |
| The administration of procedures went smoothly this year. It was more efficient having the meeting in Liverpool via skype. |
| **5. Departmental response to Section 2.5** |
| Click here to enter text. |

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| **6. Comparability of the academic standards of provision, and of the achievements of students with those in other UK higher education institutions of which the external examiner has experience.** |
| The academic provision is broadly comparable to the same level at UK universities I am familiar with |
| **6. Departmental response to Section 2.6** |
| Click here to enter text. |

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| **7. Areas of good practice in the teaching and assessment of students, and methods of delivery.** |
| On many modules there is an emphasis on lab/seminar engagement and continued summative assessment. Delivery methods are mostly traditional. |
| **7. Departmental response to Section 2.7** |
| Click here to enter text. |

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| **8. The conduct of the Module Review Board of Examiners, including comments on whether suggestions made by internal and external examiners last year were acted upon.** |
| The module review board ran smoothly. They did not provided marks distributions for the wider cohorts required to justify the scaling of marks as I had requested in the two previous years. |
| **8. Departmental response to Section 2.8** |
| Click here to enter text. |

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| **9. Any other comments.** |
| Click here to enter text. |
| **9. Departmental response to Section 2.9** |
| Click here to enter text. |

**Programme level external examiners**: please also complete sections 10 – 12, distinguishing – as necessary – between the programmes to which you have been assigned.

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| **10. The design and content of degree programmes in relation to stated programme aims and learning outcomes.1. Departmental response to Section 2.1** |
| Click here to enter text. |
| **10. Departmental response to Section 2.10** |
| Click here to enter text. |
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| **11. The extent to which the standards set, and achieved, are appropriate for the awards, by reference to published national subject benchmarks, the national qualifications framework and institutional programme specifications.** |
| Click here to enter text. |
| **11. Departmental response to Section 2.11** |
| Click here to enter text. |

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| **12. If appropriate, the extent to which the programme(s) meet(s) the needs of any accrediting institution.** |
| Click here to enter text. |
| **12. Departmental response to Section 2.12** |
| Click here to enter text. |

**Award level external examiners**: please also complete section 13.

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| **13. The conduct of the Final Board of Examiners, including comments on whether suggestions made by internal and external examiners last year were acted upon.** |
| Click here to enter text. |
| **13. Departmental response to Section 2.13** |
| Click here to enter text. |

**External examiners with duties relating to provision based outside Liverpool (e.g. London)**: please also complete section 14.

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| **14. Confirm comparability of academic standard, and also confirm comparability of student performance between provision based outside Liverpool (e.g. London campus) and the Liverpool campus.** |
| Click here to enter text. |
| **14. Departmental response to Section 2.14** |
| Click here to enter text. |

**External examiners in the final year of appointment**: please also provide a summary of your term of office below.

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| **15. Summary of term of office.** |
| Click here to enter text. |
| **15. Departmental response to Section 2.15** |
| Click here to enter text. |

**Thank you for completing your report**

Please upload, and then submit, this report using the [online external examiner system](http://tulip.liv.ac.uk/pls/new_portal/webwise.exw_public.examiner_login). If you experience any difficulties please contact External Examiner Enquiries by emailing [extexam@liverpool.ac.uk](mailto:extexam@liverpool.ac.uk) or by telephoning 0151 794 2914.