

**PLYMOUTH UNIVERSITY  
FACULTY OF HEALTH AND HUMAN SCIENCES**

**AWARD EXTERNAL EXAMINER'S REPORT FORM  
ACADEMIC YEAR 2016/17**

Please note that this is the full report template which should be completed annually. Where more than one Award Assessment Board is held per year eg for Postgraduate or CPD programmes you will be asked to complete an abbreviated version of this template following attendance at subsequent meetings of the Board.

If you also hold an appointment as a **Subject External Examiner** you should complete the separate Subject External Examiner's report form as well.

Report forms are available at [www.plymouth.ac.uk/external-examiners](http://www.plymouth.ac.uk/external-examiners)

Please complete and submit your report electronically. Please send your completed report **within six weeks** of the meeting of the Award Assessment Board to:

[extexhhs@plymouth.ac.uk](mailto:extexhhs@plymouth.ac.uk)

Please could you complete **all** sections of the report including the summary questions in Section D.

(Response text boxes are formatted blue. Please do not amend the formatting.)

**Please do not identify any individual students or members of staff in your report to maintain appropriate confidentiality.**

**Section E (Response to the External Examiner's Report)** will be completed by the relevant School/Partner by 10 September for undergraduate reports (or within 4 weeks of receipt, if the report is not received by this deadline) or within 4 weeks of receipt for postgraduate reports.

The complete report (including the response) will be posted on the University website within 2 weeks of the receipt of the response.

<b>Section A</b>	
<b>PLYMOUTH UNIVERSITY</b>  <b>Award External Examiner's report form academic year 2016/17</b>	
<b>Name of External Examiner</b> <i>Please include title, eg Professor, Dr etc</i>	
<i>Dr Fraser Milton</i>	
<b>Award External Examiner for:</b> <i>(please identify programmes/awards for which you are an Award External Examiner)</i>	
<i>Postgraduate Psychology Programmes</i>	
<b>If you are an Award External Examiner for a programme/s delivered in one or more of the University's partner institutions, please specify the institution to which this report relates:</b>	
<i>N/A</i>	
<b>Date of report:</b>	<i>29.6.2017</i>

<b>Section B</b>
<b>Support for your role as an Award External Examiner</b> <b><i>Please answer the following questions from the perspective of an Award (not a Subject) External Examiner.</i></b>
<b>Responses to comments and recommendations</b>
<b>1 Have you received an appropriate formal written response to issues raised in previous reports (continuing examiners only)? Please elaborate on your response, if appropriate, to provide feedback to the programme team on progress made in response to issues identified in your previous report.</b>
<i>Yes and I was entirely satisfied with the response.</i>
<b>Background information</b> <a href="http://www.plymouth.ac.uk/external-examiners">www.plymouth.ac.uk/external-examiners</a>
<b>2.1 Did you receive all the necessary documentation to enable you to fulfil your role, including the appropriate regulations?</b>
<i>Yes</i>
<b>2.2 If no, please provide details of any gaps in the information provided.</b>
<i>N/A</i>
<b>2.3 Were appropriate arrangements made to facilitate your communication with the relevant Subject External Examiners?</b> <b>Do you have any suggestions as to how communication might be improved?</b>
<i>Yes – it is useful attending the subject board meeting beforehand to be able to get their perspective on potential issues.</i>
<b>External Examiners' website:</b> <a href="http://www.plymouth.ac.uk/external-examiners">www.plymouth.ac.uk/external-examiners</a>
<b>2.4 Have you any comments about the website or suggestions for improvement?</b>
<i>No – everything seems fine.</i>

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## Section C

### Operation of the Award Assessment Board

3.1 Date of Award Board meeting/s: **28.6.2017**

3.2 Please answer yes or no to the following questions with an X in the appropriate box. If the answer is no, please elaborate on your concerns below.

	YES	NO
i. Was the Award Assessment Board conducted, and were decisions reached, in accordance with University Regulations?	X	
ii. Were extenuating circumstances dealt with in accordance with University Regulations?	X	
iii. Were examination and assessment offences dealt with in accordance with University Regulations?	X	
iv. Were you satisfied that the administrative/organisational arrangements enabled you and the Award Assessment Board to carry out your duties effectively?	X	

#### 3.4 Other comments, if appropriate

N/A

## Section D - Summary Questions

<b>'In the view of the examiner, the threshold standards set for the award are appropriate for qualifications at this level, in this subject.'</b>
<b>Is the above statement correct?</b>
Yes
<b>If you have stated 'no', or if you wish to give additional information not already provided earlier in your report, please do so below.</b>
N/A

<b>'In the view of the examiner, the threshold standards of student performance are broadly comparable with similar programmes or subjects in other UK institutions with which he/she is familiar.'</b>
<b>Is the above statement correct?</b>
Yes
<b>If you have stated 'no', or if you wish to give additional information not already provided earlier in your report, please do so below.</b>
N/A

<b>'In the view of the examiner, the processes for assessment, examination and the determination of awards are sound and fairly conducted.'</b>
<b>Is the above statement correct?</b>
Yes
<b>If you have stated 'no', or if you wish to give additional information not already provided earlier in your report, please do so below.</b>
N/A

<b><i>If you act as Award External Examiner for a programme/s run across more than one of the University's partner institutions or sites, please answer the following additional question:</i></b>
<b>'In the view of the examiner, the threshold standards of student performance are broadly comparable across partners/sites.'</b>
<b>Is the above statement correct?</b>
Yes/No*
<b>If you have stated 'no', or if you wish to give additional information not already provided earlier in your report, please do so below.</b>

(\*delete as appropriate)

Please email your report to: [extexhhs@plymouth.ac.uk](mailto:extexhhs@plymouth.ac.uk)

## Section E – Response to External Examiner’s Report

- A formal written response must be sent to the External Examiner using the form below by 10 September for undergraduate reports (or within 4 weeks of receipt, if the report is not received by this deadline) or within 4 weeks of receipt for postgraduate reports.
- The response must be approved by the Head of School/Chair of the Award Assessment Board (if this is not the individual authoring the response) before being sent to the External Examiner.
- A copy of the response must be sent to the relevant Faculty Quality Administrator by the same deadline.

Date External Examiner’s report received: 28 June 2017

**This report, including the response below, will be posted on the University website - please do not identify any individual students or members of staff.**

<b>Issues and good practice</b> (brief summary of the main issues and commendations raised in the report)	<b>Response</b> ( refer to planned or completed actions, as reported in school/programme/module Action Plan)
Fraser has indicated he was entirely satisfied with the running of the PRM this year.	We are grateful for Fraser’s input over recent years, and for his thoughtful and constructive comments in both examiner reports and at our subject panel meetings.

**If the External Examiner has not made any substantive comments in his/her report, please delete the above table and insert the following statement:**

**Thank you for your report. We are pleased you are satisfied with standards and the assessment process.**

Response Author Name: Ben Whalley

Date:

*This response is approved by the Head of School/Chair of the Award Assessment Board (if this is not the individual who has authored the response):*

Signed (Head of School):

Date: