**COMMON AWARDS**

**External Moderator Annual Report Form**

**Guidance**

**Completing your report**

1. The University is grateful to the external moderator for completing this report.
2. The external moderator is asked to complete one Annual Report Form for Common Awards. The report will cover both meetings of the Common Awards Boards of Examiners and all Common Awards programmes.
3. The report includes: questions where the external moderator is asked to choose from a fixed range of responses; questions where free text comments are requested. A number of prompts for consideration/discussion are provided in ‘greyed-out’ text. These are intended to be suggestive rather than prescriptive; you are invited to comment on any issue you consider to be relevant. To complete the free text questions, please click on the relevant section and you will automatically over-type the ‘greyed-out’ text.
4. The external moderator’s report will be discussed widely within the University (including with student representatives at TEI Management Committees) and TEIs, and may also be requested by certain external bodies (such as the Quality Assurance Agency). Because of this, we would be grateful if you **do** **not refer to individuals by name**. If you consider it to be appropriate, you may wish to send an additional separate and confidential report to Durham University’s Vice-Chancellor.

**Submitting your report**

1. Please submit your report no later than 4 weeks after the final meeting of the overarching Common Awards Board of Examiners.
2. Please email the completed form to: common.awards@durham.ac.uk.
3. In line with practice at most universities, payment of the external moderator's fee is conditional upon receipt of a satisfactorily completed Annual Report Form.

**Further information**

1. Further information on external examining for the Common Awards Scheme is published on the Common Awards website.
2. General information on external examining at Durham is published on the University’s website.
3. If you have any questions about the above, please contact the Common Awards Team.

**COMMON AWARDS**

**External Moderator Annual Report Form**

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| **External moderator** | [Click here and type] |
| **Academic year** | [Click here and type] |

**ASSESSMENT PROCESS**

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| **Section 1** |
| **a** | Did you receive the relevant University documentation: |  |
| i | policies and procedures relating to examinations and assessment | [Yes/No] |
| ii | the *External Examiners’ Handbook* (and/or documentation on the *University Code of Practice on External Examining / Moderating*) | [Yes/No] |
| iii | the *Level Descriptors*; *Qualification Descriptors*; *Generic Assessment Criteria* | [Yes/No] |
| **b** | Did you receive the relevant Common Awards documentationfrom the University: |
| i | the relevant *Core Regulations* for the Common Awards programmes | [Yes/No] |
| ii | the relevant *Programme Specifications* and *Module Outlines* | [Yes/No] |
| iii | the Common Awards *Assessment Criteria* | [Yes/No] |
| **j** | Please give further details below about any aspects of the issues referred to above. In particular: if you were not satisfied in relation to any of these issues, please explain what you felt could be improved; if you found any aspect of this provision especially useful, you may wish to give some examples of good practice. |
| [Click here and type] |

**MANAGEMENT OF THE ASSESSMENT PROCESS**

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| **Section 2** |
| Please comment on the management of the assessment process (e.g. the operation of the Board of Examiners; the level of involvement of the external moderator in the assessment process). |
| [Key issues are likely to include:* the clarity of the information you received about the nature and extent of your duties as external moderator, and of the practical details on the operation of the board(s) of examiners to which you were appointed;
* the operation of the board(s) of examiners of which you are a member;
* whether the students under consideration were treated equitably in the application of the University's assessment regulations and policies (including the Board's application of discretion and consideration of Serious Adverse Circumstances).
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**QUALITY AND STANDARDS OF THE AWARD**

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| For the questions that follow please use the following scale: |
|  | **1**  (no / hardly at all) | **2**  (generally) | **3** (consistently / fully) |

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| **Section 3** |
| **a** | To what extent does the design of the curriculum enable the intended learning outcomes of the programmes to be met? | [1 / 2 / 3] |
| **b** | Are the standards of the programme consistent with those required by the University’s *Qualification’s Descriptors* and so with the QAA’s *Framework for Higher Education Qualifications*? | [1 / 2 / 3] |
| **c** | Are the standards of the programmes comparable with similar programmes outside the Common Awards framework? | [1 / 2 / 3] |
| **d** | Do the overarching Common Awards assessment criteria permit a confident judgement of student achievement against the learning outcomes? | [1 / 2 / 3] |

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| **Section 4** |
| Please give further details about any aspects of the programme or its assessment relevant to the topics covered in questions 2(a)-2(h), above. In particular where you have indicated 1 or 2 on the scale to questions 2(a)-2(h), please explain what you felt could be improved; where you have indicated 3, it would be helpful if you could highlight examples of good practice. |
| [The Common Awards Team will comment on, and respond to, any area allocated a '1' or '2'. Consequently, it would be helpful if you could explain the reasons for giving a '1' or '2' so that the issues can be addressed accurately] |

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| **Section 5** |
| Please comment on the quality of the awards made (including the classes for undergraduate degrees); and comparability across TEIs. |
| [Key issues are likely to include:* any notable trends or patterns in relation to distributions of marks/patterns of classification and award;
* any particular strengths and weaknesses of student performance in relation to the intended learning outcomes and the curriculum of the programme(s) under consideration;
* the comparability of the academic standards achieved by the students under consideration with those in other institutions that you are familiar with.
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**GOOD PRACTICE FOR DISSEMINATION**

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| **Section 6** |
| Please highlight any examples of good or effective practice that are worthy of particular commendation and wider dissemination across the Common Awards Scheme and/or within Durham University. |
| [For example, this might include:* particularly helpful documentation and/or guidance relating to the assessment process;
* effective practice in the management of the assessment process, including the operation of boards of examiners.
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**PROGRESS ON RECOMMENDATIONS MADE LAST YEAR**

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| **Section 7** |
| If you raised any issues for action or consideration in your Annual Report last year, have these been considered effectively? |
| [You might like to comment on the following:* Has the University considered the issue appropriately?
* Have you received a response from the University to indicate the action taken in response to your comments and recommendations?
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**FURTHER COMMENTS – OPTIONAL**

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| **Section 8** |
| If you wish to provide any further comments in relation to the questions above, or provide additional information not covered in this form, please feel free to do so. |
| [Click here and type] |

**FINAL OVERVIEW**

**In the final year of appointment the external moderator is asked to comment on issues that have arisen throughout their term of appointment.**

These comments should relate to the moderator’s overall views of issues relating to the quality and standards of Common Awards and the management of the assessment process.

**Areas for comment may include:**

* the overall standard of student achievement (with reference if appropriate to the entry requirements of the programme);
* any notable patterns or trends in relation to distribution of marks;
* the management of the assessment process and the operation of the Board of Examiners;
* the comparability of standards and awards across TEIs;
* the curriculum and student achievement against the programme learning outcomes;
* the way in which the University responded to your comments during your period as external moderator and, if applicable, what could be done to improve this the quality of teaching and learning;
* how we might consider developing our teaching, learning and assessment policies and procedures;

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| **Section 11: Final Report** |
| [Please provide your final report here] |

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| **Submitting your report****Please send your completed Annual Report Form to** **common.awards@durham.ac.uk****no later than 4 weeks after the final meeting of the overarching Common Awards Board of Examiners.** |