**EXTERNAL EXAMINER’S ANNUAL REPORT**

Trinity Laban would like to thank you for taking the time to complete this form, which seeks comments on the following areas:

Section 1: The External Examiner’s Role

Section 2: Programme Structure and Standards

Section 3: Teaching, Learning and Assessment Practices

The purpose of the form is to obtain feedback from you on the academic standards of programmes leading to Trinity Laban awards, and to receive further comment on potential ways in which we can further develop the student learning experience.

To support us in this, Section 3 provides a particular opportunity to reflect on practices operated by the programme, including the identification of good practice and areas for development.  In addition, we very much encourage reflective comments in Sections 1 and 2, but also provide Examiners with the opportunity to give a ‘yes’ answer where they reserve such reflection for later in the report. Where a ‘no’ answer is provided, Examiners are requested to provide further context to enable us to undertake appropriate action.

You may, should you consider it appropriate, send a separate, additional report confidential to the Principal, concerning matters of significance and/or sensitivity.

**Please complete the following:**

EXTERNAL EXAMINER’S NAME………………………………..………………

COURSE/PROGRAMME and LEVEL(S)……………………………….. ……..

ACADEMIC YEAR……………………………………..…………………………..

YEAR OF APPOINTMENT………………………………..……..……..……......

**SECTION 1 – The External Examiner’s Role**

*This section of the report is intended to help Trinity Laban ensure that its External Examiners are adequately briefed and supported in discharging their responsibilities.*

1. Please provide information about your role over the last year including meetings attended; whether your suggestions were incorporated into the final versions of assessment tasks and your role in moderation and other aspects of the quality process.

2. Are the range and volume of work supplied adequate for you to carry out your role?

Yes / No

*Please comment further if necessary:*

3a. Are communication, documentation and administrative arrangements appropriate?

Yes / No

*Please comment further if necessary:*

3b. Were you fully briefed about the programme?

Yes / No

*Please comment further if necessary:*

4. If this isn’t your first year of appointment, have your previous comments been received, considered and responded to appropriately by the programme team concerned?

**SECTION 2 – Programme Structure and Standards**

*This section of the report is intended to help Trinity Laban monitor the quality and assessment standards of its programmes.*

5. Are the programme structure and curriculum appropriate?

Yes / No

*Please comment further if necessary:*

6. Are the programme aims and learning outcomes satisfactory?

Yes / No

*Please comment further if necessary:*

7. Do the teaching and learning methods enable students to achieve the intended learning outcomes?

Yes / No

*Please comment further if necessary:*

8. Were the standards of student performance in this programme appropriate and comparable with those of similar level programmes in other UK Institutions with which you are familiar?

Yes / No

*Please comment further if necessary:*

9. Does the programme align with QAA’s subject benchmarks (where applicable); framework for HE qualifications; and the programme specifications?

Yes / No

*Please comment further if necessary:*

**SECTION 3 – Learning, Teaching and Assessment processes***Please evaluate the following aspects:*

10a. The range, depth and suitability of assessment methods and whether they support students in achieving the intended learning outcomes and enable assessors to evaluate whether these have been achieved?

10b. The appropriateness of the assessment criteria and the way in which they are applied by internal examiners.

10c. The quality of feedback provided to students to support their learning.

10d. The processes for assessment and determination of awards, including the soundness and fairness of the conduct of the Assessment Board.

11. Partnerships - Where the programme you are examining is delivered in partnership between Trinity Laban and another Institution, please provide any additional comments on your examining experience. This includes whether you have made any visits to the partner Institution and confirmation that you are satisfied with the academic standards and quality of the student learning experience for which Trinity Laban has ultimate responsibility.

12. Work-based learning or work placements - If the programme includes work-based learning or work placements please include comment on appropriateness of these. Where these are assessed, please discuss your involvement in this process and how they have supported student learning.

13. Good Practice and strengths

Trinity Laban defines good practice as:

**Enhancing practice and process in support of dance and music training over and above standard expectations.**

Please provide examples of good practice or strengths that you have observed that enhance the quality of the programme over and above standard expectations.

14. Areas for further development - Please provide clarification if there are any areas that you think require development both in the short and longer term.

15. Final Year only - In your final year of appointment, please also provide an overview report on developments in the programme during your term of office as external examiner:

16. Additional observations (not covered elsewhere in the report)

***Please submit this report to the Trinity Laban Registry within 30 days of the final assessment board for the programme.***

Signature …………………………………………………

Date ………………………………