
External Examiners' report template (Subject Assessment Board)

Purpose of the External Examiner's report

Please read this section before writing your report

External Examiner reports are an integral part of the University's quality monitoring and enhancement process and play an important role in the programme review cycle. External Examiners are required to submit annual written reports.

Reports should be submitted within **four weeks** following the final Assessment Board. Report submission should not be delayed until re-sit boards have taken place.

The report should be linked with programme aims and outcomes, and the assessment criteria for each module, as described in the programme/module handbook. Reports should be objective and make positive criticism and/or recommendations where appropriate.

External Examiners' reports are the property of the University. The University will circulate reports as it sees fit, in accordance with legislative requirements. External Examiner reports are public documents, and are seen by students at Programme Voice Group meetings. **Please do not use references by name to individual students and members of staff.**

Under the Freedom of Information Act, the University will provide copies of External Examiners' reports to third parties who have made a lawful request. Reports will normally retain External Examiners' names. The University will consider any reasonable request from External Examiners to anonymise their reports. Such a request should be made in writing and submitted with the report.

Full details of the procedures, and the use of the reports is outlined in [LQEH section 4](#).

Submission of the report

Please submit your report via email to the following email address:

externalexaminer@mdx.ac.uk

Your annual fee will be processed once we receive a copy of your annual report.

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2019/20**

External Examiner Report – Subject Assessment Board

External Examiner name	Lee Richardson		
Programme(s) reviewed	Point Blank: BA/DipHE/CertHE Music Production & Sound Engineering Online		
Module(s) moderated	All		
Name of Programme Leader/ Module Leader			
Name of subject board attended			
Date(s) of assessment board(s) attended	07/01/21, 08/04/21, 08/07/21, 05/10/21		
Are these modules taught at a Middlesex University overseas campus?	Yes		No X
If Yes, please indicate the campus(es):	Dubai	Malta	Mauritius

For Collaborative Partner Boards

Collaborative Partners			
Is this programme (or any modules) delivered at a collaborative partner?	Yes	X	No
If Yes, please specify the name of the partner institution, and all locations that the modules are taught (<i>please be specific if the partner has more than one location/site in a city/country</i>):	Point Blank		

Please complete the following by ticking the appropriate box:

OVERALL STANDARDS	Yes	No
1. In your view, are the standards set for the award(s) appropriate for the qualification(s)?	X	
2. In your view, are the standards of student performance equivalent to other UK institutions with which you are familiar?	X	

If you have answered 'no' to either of the above questions please provide further information in the box below.

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To be completed by all external examiners	Yes	No
<p>I confirm that the assessment process was conducted effectively:</p> <ul style="list-style-type: none"> • The Faculty and Programme Team communicated effectively with me throughout the year • I was given sufficient information concerning my role as an External Examiner • I was given sufficient information concerning the modules for which I am appointed • I was given sufficient time to approve draft examination papers (where appropriate), with assessment criteria for approval • I was given the opportunity to see samples of marked work (including written assignments and examination scripts) covering the full range of marks • I saw evidence of internal moderation in the assessment process and confirm it was used effectively and consistently 	X	

If you have answered 'no' to any of the above questions please provide further information in the box below.

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	Yes	No
Did you receive formal written feedback on your report for the previous academic year? (N/A for EEs completing their first report)	X	
Were you satisfied with the response to the issues raised in your report for the previous academic year?	X	
<p><i>Please comment on the extent to which comments in your previous report have been considered and appropriately acted upon. If you have answered 'no' to any of the above questions please provide further information</i></p>		

To everyone at Point Blank,

As this is my last report I'd like to express my thanks for the last 5 years as an external examiner, there is not much to say in the specific sections below as many if not all of the things I have addressed in my position have been fulfilled, I am extremely impressed by your level of commitment and communication in this process. It has been an absolute pleasure and I only hope that one day we will have contact again. I hope that with new staff at Middlesex and the new externals present at your boards going forward you will find some fresh benchmarks and items to focus on.

Programme/Subject design, content and standards

The content and standard of the curriculum taught here is excellent, it must be said that time and time again this is backed up by the quality of the VLE which makes the experience of both student and staff excellent and straight forward to use.

Student performance (please avoid reference by name to individual students)

There is a broad range of student performance. I believe the performance to be comparable of standards on other HE courses. The performance, coupled with professional content, is of a standard to which students can appeal to employers. Broadly I feel that student retention has been better this year and handling of course content throughout the pandemic has probably helped.

Assessments: structure, design and marking

My one bug bear in the last year or two has been the written quality of academic language used by lecturers. I am happy to report this has vastly improved and moved away from what was historically a bit too short and conversational.

Assessment Boards

The boards I have attended this year have been well organised despite staff changes. Whilst Princess has been on leave the communication level has still been excellent.

Role of the External Examiner

The information I have received before and throughout the board has been clear. The quality of information is fine and access to those resources absolutely perfect.

Collaborative Programmes

No comment here.

Recommendations or actions

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No recommendations or actions this year, the course is functioning well.

Good practice

I hope you continue your success story – best wishes for the future. Lee

External Examiner Confirmation

Report Submission Date (Sent to External Examiner Mailbox (ExternalExaminer@mdx.ac.uk)	25/10/21
Signed (Electronic Signature is acceptable)	
Print Name	Lee Richardson