**External Examiner Report Form**

Please return your report (in this format) via email to pgtexamining@lshtm.ac.uk **within 4 weeks** of the final Board of Examiners meeting. A separate form should be completed for each Board of Examiners for which you acted as External Examiner.

When completing the form, please choose options from the drop down menus (usually ‘Yes’, or ‘No’ or ‘N/A’).

Reference to particular students or staff should not be made within the LSHTM reports as these will be discussed at the Programme Committee meeting. Please be aware that your report will be made available on the LSHTM’s VLE pages (Moodle), and shared with student representatives. However, please do not let this inhibit you from giving candid critical feedback.

You are welcome to draft your report ahead of the Board of Examiners meeting (based on a review of scripts, papers, questions, projects, etc.) and then update and finalise it following the meeting.

You may if you wish make a written report on any confidential matters and send this to pgtexamining@lshtm.ac.uk

Please note that payment of fees cannot be authorised until receipt of your full report for the year and **completed External Examiners Fees And Expenses** **form.** The form is available for download at: <https://www.lshtm.ac.uk/sites/default/files/LSHTM-External-Examiner-Fee-Expenses.docx>

*Please type your responses in the boxes using the tab key, arrow keys or mouse to navigate through the form.*

**Examiner Details**

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| Name of External Examiner |  |
| External Examiner’s home institution (or other affiliation) |  |
| Programme title |  |
| Academic year |  |
| Date of report submission |  |
| **1** | **General Information** |
| 1.1 | Did you receive appropriate briefing material to allow you to carry out your role effectively (e.g. Programme Handbook, Regulations, programme specification etc)? | Please click to select |
| 1.2 | If you are newly appointed were you given the opportunity to attend an informal induction? | Please click to select |
| 1.3 | Did the general process of External Examining run smoothly? | Please click to select |
| 1.4 | Did you visit the LSHTM’s external examiner website?  | Please click to select |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* |

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| **2** | **Draft Examination Papers** |
| 2.1 | Did you receive all draft examination papers for comment and approval? | Please click to select |
| 2.2 | Were the nature, spread and level of questions satisfactory? | Please click to select |
| 2.3 | Did you receive all draft examination papers in sufficient time? | Please click to select |
| 2.4 | Were suitable arrangements made to consider your comments? | Please click to select |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* |

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| **3** | **Marking Examination Scripts** |
| 3.1 | Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent? | Please click to select |
| 3.2 | Did you receive scripts in sufficient time? | Please click to select |
| 3.3 | Was the general standard and consistency of marking appropriate? | Please click to select |
| 3.4 | Was the marking scheme appropriate and did it enable you to understand the rationale for the award of marks given? | Please click to select |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* |

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| **4** | **Programme work/continuously assessed work** |
| 4.1 | Was sufficient Programme work made available to you to enable you to make a sound judgment on standards achieved? | Please click to select |
| 4.2 | Was the general standard and method of marking appropriate? | Please click to select |
| 4.3 | Was the Programme work marked in such a way as to enable you to see the reasons for the award of given marks? | Please click to select |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* |

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| **5** | **Exam Board Meeting** |
| 5.1 | Were you able to attend the exam board meeting? | Please click to select |
| 5.2 | Were you given sufficient notice of the meeting? | Please click to select |
| 5.3 | If you did attend, was the Exam Board conducted properly and in accordance with established procedures? | Please click to select |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* |

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| **6** | **Academic Standards** |
| 6.1 | Are the academic standards and the achievements of students comparable with those in other UK higher education institutions at which you have experience? | Please click to select |
| 6.2 | For those external examiners not in their first year of appointment, are the standards and achievements of students comparable to those in previous years? | Please click to select |
| *Please elaborate on your response, if appropriate, to comment on any particular difficulties encountered or good practice identified.* |
| 6.3 | Please comment on the extent to which the standards are appropriate. Also comment on the comparability of the standard with similar programmes at other institutions with specific reference to national benchmark statements where appropriate. |
| *Comments (please identify examples of good practice or issues encountered)* |

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| **7** | **Teaching and Learning**Please comment on the quality of teaching and learning methods which may be indicated by student performance.  |
| *Comments (please identify examples of good practice or particular difficulties encountered)* |

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| **8** | **Curriculum** – please comment on the programme aims and content and the future development of the curriculum. |
| *Comments (please identify examples of good practice or particular difficulties encountered)* |

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| **9** | **Recommendations in previous reports(s)** if relevant, please comment on the extent to which the Programme has addressed any recommendations made in previous report(s). |
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| **10** | **New Recommendations (if applicable)** |
| **Essential** |  |
| **Advisable** |  |
| **Desirable** |  |

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| **11** | **Final Exit Report** for examiners completing the final report for their term of office.*Please give an overview on your term of office including comments on any significant changes in standards, any developments that have taken place, the implementation of any recommendations and/or any other issues which you feel appropriate.* |
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