



## External / Intercollegiate Examiner's Annual Report Guidance Notes

The views and judgements set out in the annual External and Intercollegiate Examiners' reports are central to the assessment and enhancement of the quality and standards of University of London taught provision.

The **University of London Worldwide** online and distance learning programmes are offered through a partnership between the federation members of the University and the University of London, with responsibilities being divided between these parties. Your report will therefore be considered by the federation member with responsibility for the academic direction of the programme to which you have been appointed and by the University of London. The federation member will respond to you directly on any programme-specific academic issues you have raised. The University of London will respond to you on any system-wide issues.

Reports for postgraduate taught programmes offered through the **School of Advanced Study (SAS)** at the University of London will be considered by the respective programme teams and Institutes.

### The Report

- Please return your completed report **within four weeks of the date of the meeting of the Board of Examiners**.
- If you are appointed as External Examiner to the online and distance learning programmes offered through the University of London Worldwide and have also been appointed to a Board of Examiners assessing federation member-registered (campus-based) students, you should report your observations on the assessment of those students separately to the respective federation member following their procedure.
- When completing the report, please draw attention to any areas of particular concern or for improvement and identify any areas for commendation or examples of good practice. **We kindly ask that you provide as much detailed feedback as possible.** Where relevant, please highlight where standards or processes are different for any of the modules or courses you have been asked to review, both in terms of positive and negative divergence. Throughout the report form, reference to 'module(s)' implies both modules or courses, depending on the nomenclature used by the programme.
- There are up to 66 closed and open questions relating to your duties as External or Intercollegiate Examiner, which will expand as you fill in the report. The numbering in the online form may differ from the PDF template depending on some of the answers you choose.
- To complete the report, you will need information on the programme you have been appointed to examine, its standards, the programme and assessment design, as well as the assessment processes and conduct of the Board of Examiners. Please refer to the PDF template for a full list of questions.
- The report is submitted by clicking 'Submit' at the end. You will receive a submission receipt.

- **Please note that there is no function for you to save an incomplete report and return to it later; you have to complete and submit the report in one session. Do not close your browser tab or window before completed submission. Please note further that you will not receive a copy of your report upon submission.** We aim to provide you with a copy of your report within five working days of submission. Please contact [external.examiner.report@london.ac.uk](mailto:external.examiner.report@london.ac.uk) should you have any problems with or queries regarding the report submission.
- Please ensure that your report does not name or otherwise identify any individuals (staff or students), for example by avoiding reference to the sample size of examination scripts or coursework. The University of London reserves the right to anonymise any sections of the report where the identities of staff or students are revealed, either directly or by implication.
- In aiming to maintain accurate publicly available information relating to its programmes, the University of London also reserves the right to amend any factual inaccuracies contained within your report (for example, module/course titles). In the event of any such amendments a revised copy of the report will be provided to you.
- You may, if you wish, also make a separate confidential report to the Chief Executive, University of London Worldwide or the Dean of the School of Advanced Study. Please contact [external.examiner.report@london.ac.uk](mailto:external.examiner.report@london.ac.uk) for further information on how to do this.
- By submitting the report you are agreeing to it being considered as part of the Programme Annual Monitoring process at the University of London Worldwide or the School of Advanced Study, including consideration at relevant committees. The report will subsequently be made available to students of the respective programme(s) via the Student Portal.
- The response to your report will be sent to your contact address we have on file. If your personal details have changed, please provide the new information by email when returning the report.

## Payment

- ***Programmes offered through the University of London Worldwide:***  
Once you have submitted your report, fees and expenses will be processed by the University of London Fees Office. Fees are calculated on the basis of information provided by the federation members. Please forward all expense claims to:

Fees Office  
University of London  
Stewart House  
32 Russell Square  
London WC1B 5DN

Further information on fees and expenses as well as the expenses claims forms can be found on our website: <https://london.ac.uk/about/work-us/support-examiners>. If you have any questions regarding fees or expenses payments, please contact [examiners.fees@london.ac.uk](mailto:examiners.fees@london.ac.uk).

- ***School of Advanced Study:***  
Fees and expenses will be processed by the relevant Institute.