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 International Programmes are offered through a partnership between the Member Institutions of the University and the University of London, with responsibilities being divided between these parties. Your report will therefore be considered by the Member Institution with responsibility for the academic direction of the programme to which you have been appointed and by the University of London International Academy. The Member Institution 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 University of London School of Advanced Study (SAS) will be considered by the respective programme teams and Institutes.

The Report

- 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.
- If you are appointed as External Examiner to the International Programmes and have also been appointed to a Board of Examiners assessing Member Institution-registered (non-International Programmes) students, you should report your observations on the assessment of those students separately to the respective Member Institution.
- 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.
- Please return your completed report within four weeks of the date of the meeting of the Board of Examiners either by email to external.examiner.report@london.ac.uk or by submitting the online report (see below for further information).
- You may, if you wish, also make a separate confidential report to the Chief Executive, International Academy or the Dean of the School of Advanced Study. Please contact 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 by the International Academy’s Quality Assurance and Student Lifecycle Sub-Committee or the School of
Advanced Study’s Academic Quality and Standards Committee as part of the Annual Programme Planning and Review process. The report will subsequently be put in the public domain as part of the Annual Programme Reports.

- 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.

- **Online Report Trial:**
  - This year we are trialling a new online reporting form which allows External Examiners to submit their report directly from their browser window on any device. Using the online report form is optional and you can always submit an MS Word form, if you prefer.
  - The questions are exactly the same as in the MS Word template. However, the survey does not show all questions at the beginning; they will expand and automatically branch where additional information is required as you continue to fill in the questions. We appreciate your contribution to enhancing our external examining processes by taking part in this trial.
  - 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 MS Word version for an overview of the questions.
  - 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. Please contact external.examiner.report@london.ac.uk should you have any problems with or queries regarding the report submission.

**Payment**

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

  Fees Office  
  University of London International Academy  
  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: [http://www.londoninternational.ac.uk/examiners](http://www.londoninternational.ac.uk/examiners). If you have any questions regarding fees or expenses payments, please contact examiners.fees@london.ac.uk.

- **School of Advanced Study:** Fees and expenses will be processed by the relevant Institute, via the SAS Registry. Please forward all expense claims to sas.registry@sas.ac.uk.