

## External Examiner's Report

Year: 2020-21

<b>Name of External Examiner</b>	Dr Ranjit Khutan
<b>Name of Course(s)</b>	FD Health & Wellbeing
<b>Name of LCC Course Manager</b>	
<b>Date of Board Examiners</b>	24 <sup>th</sup> June 2021
<b>Date of Report</b>	14/07/21

### Introduction

External Examiners are required by the terms of their appointment to submit an annual report. The report will be considered in depth during course/ provision annual monitoring and review activity. A record of the departments' responses to examiners' reports also forms part of the documentation for this activity.

### External Examiner's report summary

Please indicate in the relevant boxes below whether you agree with the statements about the standards of Leeds City College's awards, the standards of student performance and the conduct of the College's assessment processes.

Please also list any shortcomings and areas for commendation. You should expand on any issues you mention here in the main report.

Standards set		
	Yes	No
"In my view, the standards set for the awards are appropriate."	✓	
<i>If your answer is 'no', please provide a brief statement (bullet points) of the respect(s) in which they fall short.</i>		

Student performance			
	Yes	No	N/A *
	✓		

<p>“In my view, the standards of student performance are comparable with similar course(s) or subjects in other UK institutions with which I am familiar.”</p> <p>I have reviewed a sample of student work from the collaborative / franchise institution and in my view the standards of student performance are comparable with students studying the award(s) at Leeds Met</p> <p><i>* Not applicable – if you are a practitioner and are not in a position to assess national standards please indicate here.</i></p>	✓		
<p><i>If your answer is ‘no’, please provide a brief statement (bullet points) of the respect(s) in which they fall short.</i></p>			
<p><b>Conduct of processes</b></p>			
<p>“In my view, the processes for assessment, examination and the determination of awards are sound and fairly conducted.”</p>	Yes	No	
	✓		
<p><i>If your answer is ‘no’, please provide a brief statement (bullet points) of the respect(s) in which they fall short.</i></p>			

<p><b>Areas for commendation</b></p>
<p>Any particular strengths or distinctive or innovative features in relation to standards and assessment processes</p>
<p><b>The team provide clear, detailed, and supportive feedback (especially to those students who have failed and have an opportunity to resubmit), as well as feedforward. Good to see annotations/feedback on the student’s paper as well as a summary.</b></p>

## Main report

*In this section you are asked to describe more fully how the College has or has not maintained academic standards and the quality of the student experience in relation to the course(s) for which you are the external examiner.*

*Please write a report (in addition to completing the Summary) in sections under all the following areas.*

<p>(a) The operation and conduct of the Board of Examiners (and any Mitigation Panel or Examination Committee meeting you may also have attended).</p>
<p><b>The board was structured and managed well. Each members role was made clear, and everyone was reminded to declare any interests and adhere to confidentiality. Academic staff provided clear summaries of each student and their progression status, explaining specific regulations in complex cases.</b></p>

(b) The action, if any was required, taken in response to your report of last year. (This will not be relevant if you are examining for the first time.)

**I started in July last year and examined work across 10 modules and provided the module delivery team with my feedback. There were no issues, and we remained in regular contact to discuss new assessment briefs.**

**I did not receive a report to complete due to some IT problems that the college experienced.**

(c) The overall performance of the students, in relation to that of comparable levels of work in other institutions.

**Considering it has been a difficult year for so many, the students performed very well. Students where I work, and at other institutions I have a connection with, have struggled to submit work on time and have had to request extra time; however, most students at Keighley college submitted work and did not submit claims for extra time This is a testament to the team's hard work and support to students. In addition, I did not see many cases of suspected plagiarism – well done to the teaching team and to the students for embracing good academic practice.**

(d) The strengths and weaknesses of the students in general with respect to knowledge, conceptual grasp or application of skills.

**On the whole students appeared to understand the key issues and were able to articulate these in their assessments. Going by student names, it appears that students who do not pass, or achieve the lower grades, are predominantly from BAME backgrounds; it would be good to know what plans the team are putting in place to address differences in attainment between ethnic groups.**

(e) The standards of the structure, organisation, design and marking of all examination papers and/or other forms of assessment.

**Good range of summative assessments – in some modules students are required to submit two summative assessments, and this will be a lot of work for students (& staff). The team may want to review this in the near future. Moderation report provides a useful summary for the EE of the process undertaken to ensure quality and fairness.**

(f) The curriculum, teaching or resourcing of the programme(s) of study as indicated by the performance of the students in the assessment.

**An impressive pass rate across all modules. The team have managed the challenges of online study and clearly provided a lot of support to get students to this level.**

(g) Comments on the use of the VLE within the course(s) (if applicable)..

**Clear and well structured.**

(h) Module content, consistency of modules and module assessment across the course and the achievement of learning outcomes.

**Content is aligned to the LOs and the assessment. Teaching teams provide appropriate formative assessments**

(i) Areas of good practice you have identified – please expand on the key areas for commendation listed in the summary.

**Good to see moderation discussion between markers in the moderation report and that this resulted in an increase/decrease in grade.**

(j) The College welcomes external examiners' comments on its developing academic regulatory framework. Such comments may not have a direct bearing on standards set and achieved or the conduct of processes and so it may not be appropriate to include them elsewhere in this report or its summary. Please record any concerns or comments you may have here.

**I have no concerns or further comments to make.**

**External Examiners' Report Checklist**
**Please comment for all boxes**

<b>Course Materials</b>				
Did you receive?		Yes	No	N/A
a.	Course Handbook(s)?	✓		
b.	Academic Regulations including any Professional Statutory Body requirements where appropriate?	✓		
c.	Module specifications (these may be in the Course Handbook)?	✓		
d.	Assessment briefs/marketing criteria?	✓		

<b>Draft examination papers</b>				
		Yes	No	N/A
a.	(i) Did you receive all the draft papers?	✓		
	(ii) If not, was this at your request?	✓		
b.	(i) Was the nature and level of the questions appropriate?	✓		
	(ii) If not, were suitable arrangements made to consider your comments?			✓
c.	Were suitable arrangements made to consider your comments?	✓		

<b>Draft assessment activities</b>				
		Yes	No	N/A
a.	(i) Did you receive all the draft assessment activities?	✓		
	(ii) If not, was this at your request?	✓		
b.	(i) Was the nature and level of the assessment activities appropriate?	✓		
	(ii) If not, were suitable arrangements made to consider your comments?			✓
c.	Were suitable arrangements made to consider your comments?	✓		

<b>Student Work</b>				
		Yes	No	N/A
a.	Were you offered the opportunity to select your sample?	✓		
a.	Was the full range of assessment activities made available for you to sample?	✓		

b.	Was the method and general standard of marking and consistency satisfactory?	✓		
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Examination Committee/Board of Examiners				
		Yes	No	N/A
a.	Were you able to attend the meetings?	✓		
b.	Were the meetings conducted to your satisfaction?	✓		
c.	Were you satisfied with the recommendations of the Examination Committee/Board of Examiners?	✓		

**(b)** Did you receive any specific induction or other support from the department?

✓	
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**(c)** Some inexperienced new examiners are formally mentored. Were you?

n/a	
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**(d)** Did you find the mentoring you received helpful?

n/a	
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Any general or specific comments on the development and support offered by the College, especially improvements you would like to see:

I have all the information I need from the teaching team and the HoD who has been very helpful.

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### For all External Examiners

Signature

*R. Khwaja*

Date:

14/07/21