

# External Examiners' Report

2020-2021

Proforma

General details	
Subject	Academic & Prof Skills Common Law Method & Ethics Extended Essay Land Real Estate
Name of external examiner	Russell Hewitson
Date of report	8 September 2021

1 Academic Issues	
1.1 Were the standards of the questions set at the appropriate level?	YES/NO
Please comment.  I was satisfied that all the questions I saw were set at the appropriate level.	
1.2 Were the assessments well-designed? i.e did they assess appropriately the learning outcomes set for the course.	YES/NO
Please comment.  I was satisfied that the assessments met the learning outcomes for each subject.	

1.3 Was the standard of performance attained by candidates in general at an appropriate level?	YES/NO
<p>Please comment</p> <p>Yes, I consider that the standard of the candidates was comparable to the standard at other universities I have dealt with.</p>	
1.4 Was the method and general standard of marking satisfactory and consistent?	YES/NO
<p>Please comment</p> <p>Yes, it was clear in all the samples I saw that marking and moderation were all at a uniformity of approach and level.</p>	

**2 Administrative Issues:** please make any comments you wish to make on:

2.1 The process of setting assessments.	2.1 The process was very rigorous and my comments on draft assessments were taken into account.
2.2 The administration of assessments.	2.2 Overall this worked well. The ability to return all sample scripts to one centre was appreciated.
2.3 The moderation process.	2.3 This worked well. I was grateful to the markers for their comments on the scripts. It was clear on all assessments I saw that second marking had taken place.
2.4 The conduct of the Examination Board.	2.4 I attended virtual exam boards and the Boards were conducted in an exemplary manner. All relevant paper work was available and well presented.
2.5 Procedures relating to candidates with special needs/concessions	2.5 These were dealt with in detail and with great care.
2.6 Any other procedural issues.	2.6 None

<b>3 Quality Assurance Issues</b>	
3.1 Were assessment policies and your duties as external examiner adequately explained to you?	YES/NO
3.2 Did you have adequate briefing and guidance sufficient for you to fulfil your role effectively as an external examiner?	YES/NO
3.3 Did you have adequate access to any material needed (including assessment regulations, student handbook, programme specification and module descriptors) to make the required judgements?	YES/NO
3.4 Were your comments during the assessment process and at the Examination Board considered appropriately	YES/NO
3.5 Has appropriate action been taken in respect of comments made in your last examiner's report?	YES/NO
Please make any comments you wish to make on the above points.	

<p><b>4. Areas of good practice</b></p> <p>Please provide a description or bullet point list of any particular areas of good practice in relation to standards and assessment processes that would be worthy of dissemination to a wider audience.</p>   <p>None that the team would otherwise be unaware of.</p>
<p><b>5. Other comments</b></p> <p>Please comment on any other issues which you wish to raise</p> <p>I would like to thank the National Director and her academic colleagues at the various centres together with the various centre assessment teams for their assistance during what has once again been a very difficult year. The way in which the team reacted to the pandemic was exemplary and ensured that no student suffered adversely as a result of the revised teaching and assessment arrangements.</p>

Signed: Russell Hewitson