# 2024/25 MODULE EXTERNAL EXAMINER AGREEMENT FORM

# Agreement on modules to be reviewed and assessment components to be moderated

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute:** |  | **Academic Discipline (if applicable):** |  |
| **Titles of Programme:** |  | **Academic Year:** |  |
| **External Examiner(s):** |  | | |
| **Specify any Collaborative Partners involved with the delivery of these modules[[1]](#footnote-1)** |  | | |
| **Specify all University delivery locations *(e.g. Swansea and London)*** |  | | |

**LIST ALL MODULES (AND EACH ASSESSMENT COMPONENT) FOR WHICH THE MODULE EXTERNAL EXAMINER IS RESPONSIBLE BY SEMESTER OF DELIVERY (see advice in points 1 and 2 of Guidance Notes, in particular in relation to Level 4 modules)\*.**

| **Module Code** | **Module Title** | **Credit**  **Value** | **Delivery Location \*** | **Delivery Semester\*\*** | **To be reviewed** | **Assessment Component(s)**  **(with weightings)** | **Component considered** | **Agreed marking process**  **(in accordance with GA22)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *SHSS6079* | *Curriculum Adventure* | 20 |  | 1 | Y | Coursework 50% | Y | Internal moderation |
| *SHSS6079* | *Curriculum Adventure* | 20 |  | 1 | Y | Seminar Presentation 50% | N | Internal moderation |
| *SHSS6080* | *Perspectives on Outdoor Education* | 20 |  | 2 | N | Oral Assessment 50% | N/A | Internal moderation |
| *SHSS6080* | *Perspectives on Outdoor Education* | 20 |  | 2 | N | Seen Examination 50% | N/A | Blind double marking |
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**\*** **Delivery Location codes**: SWAN- Swansea campus; TC – Carmarthen campus, LAMP – Lampeter campus, LON- London campus, BM – Birmingham campus, CDIF – Cardiff campus, BF – Cardiff Business School campus,

AN – Alfred Nobel University, CE – Centro de Estudios Superiores y Tecnicos de la Empresas, EA – Escuela Autónoma de Dirección de Empresas,

ES – Escuela Superior de Comunicación y Marketing, FB – Formatic Barna, GO – Gower College, HC – Hereford College of Arts, IB – IBAT College, Dublin, IE – Learna Ltd, MW - IUMW – International University of Malaya, (Wales), NC – Newbold College, NPT – Neath Port Talbot College, PC – Pembrokeshire College, PSP – Prince’s School of Traditional Arts, SG – Coleg Sir Gar, SP – St Padarn’s Institute, WH – Wuhan University of Technology

**\*\* Semester or Term**

## AGREED METHOD FOR SELECTING A REPRESENTATIVE SAMPLE OF FIRST-SIT WORK:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Indicate how the representative sample will be selected:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Random sample |  | Same as sample for internal moderation (Chapter 7 of AQH) |  | Other. Please specify:  …………………………………………………………….. | |

**INFORMATION REQUIRED FOR THE ANNUAL CALCULATION OF THE EXTERNAL EXAMINER FEE**

**Please complete the below table to indicate the total number and credit value of ALL modules that are to be delivered during the academic year 2024/25 for which the External Examiner will be responsible (i.e. not just the modules that will be sampled). For modules delivered more than once per annum and/or delivered at more than one location and overseen by the same External Examiner, please indicate the number of cohorts per year in relation to each module. Please append additional information where required.**

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| --- | --- | --- |
| **2024/25** | **Number of modules** | **Credit value** |
| Level 3 |  |  |
| Level 4 |  |  |
| Level 5 |  |  |
| Level 6 |  |  |
| Level 7  (excluding 60 credit modules) |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| Part II Level 7  dissertation / project *(60+ credits only)* |  |  |

## SIGNED (in order):

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Manager:** |  | **Dated:** |  |
| **Academic Director** |  | **Dated:** |  |
| **Module External Examiner:** |  | **Dated:** |  |

**GUIDANCE NOTES**

1. **List ALL modules (and each assessment component) for which the module external examiner is responsible (including any Level 7 dissertation/project modules). For programmes delivered by the University, Honours degrees and Foundation degrees that do not have an intermediate award at Level 4 (i.e. a Certificate of HE award upon which students may enrol), it is not normally necessary for the External Examiner to review the Level 4 modules and they should not be included on the GA15. However, it is possible to request that an External Examiner reviews Level 4 modules under certain circumstances, such as the first year of delivery for a programme within a brand new discipline. See 2 below for programmes delivered by collaborative partners. All such requests should be discussed with the Academic Office prior to completing the GA15 form with the External Examiner.**
2. **For new collaborative partners, there is a requirement to appoint an external examiner immediately, and Level 4 work will be considered for the first two delivery cycles of a Bachelor’s degree. This will be extended to new programmes at existing partners where any risks have been identified e.g. where a new discipline is to be delivered. All such requests should be discussed with the Collaborative Partnerships Office prior to completing the GA15 form with the External Examiner.**
3. **Note the agreed marking process (as outlined in Appendix GA22) which will be applied to each assessment component.**
4. **Note which modules are to be reviewed in the current academic year** (***Y*** *= to be reviewed,* ***N*** *= not reviewed*)**.**
5. **Note which assessment components (in the modules identified for review) will be considered** (***Y*** *= to be considered,* ***N*** *= not considered,* ***N/A*** *= module not reviewed*).
6. **Note how the sample of first-sit work for moderation (from assessment components within modules identified for review) will be defined.**
7. **Programme Manager should sign first, then the form should be signed off by the Academic Director, before the module external examiner is asked to sign. Electronic signatures are accepted.**
8. **Note the total number of modules and credit values of all modules being delivered during the academic year for which the external examiner will be responsible for, this is what will be used in calculating the annual fee.**
9. **In the event of significant developments to the programme during the academic year e.g. the provision being offered at an additional location, the external examiner agreement should be reviewed and resubmitted to the Academic Office, in order to ensure that the external examiner is paid accordingly and that appropriate levels of external scrutiny are in place.**

**Identifying modules for review**

The module external examiner must liaise with the relevant Academic Director(s)/Programme Manager(s) to identify a minimum of half the modules for which he/she is responsible to be reviewed in any given academic year (minimum of 120 credits in total across all Levels). The actual credit rating of modules reviewed in any particular academic year may be greater than the minimum as the module external examiner is required to have reviewed every module for which he/she is responsible at least once during his/her period of appointment (assuming an appointment of 4 years).

Where the module external examiner is responsible for modules with a total credit value of less than 120 credits per academic year, then the module external examiner must review all modules he/she is responsible for.

All modules with a credit rating of 40 or more **must** be reviewed by the module external examiner each academic year.

*The Programme Manager is responsible for ensuring that in the case of Honours Degrees, modules accounting for a minimum of 120 credits of each programme of study have been identified for review by the relevant module external examiners in any given academic year, of which at least 60 credits should be at Level 5 and at least 60 credits at Level 6. In the case of PGCE Primary / Secondary with QTS programmes, modules accounting for a minimum of 120 credits of each programme of study will be identified for review by the relevant module external examiners in any given year. For all other awards, at least half the credits that may contribute towards the award should be reviewed in any given academic year.*

**Identifying assessment components for consideration**

Where a module identified for review has more than one assessment component, not every component needs to be considered. A selection of assessment components in the modules identified for review will be considered by the module external examiner. Assessment components considered must account for a minimum weighting of 40% in the module. For modules worth 40 credits or more, the major component must always be considered. A variety of different assessment components should be considered by a module external examiner in the course of a 4 year period.

**Identifying representative sample of first-sit work for moderation**

A representative sample of first-sit work from the assessments components chosen for consideration by the module external examiner will be selected for moderation with the sample consisting of at least 6 students (at least 4 students for modules on PGCE Primary / Secondary with QTS). Where there are fewer than the minimum number of students being assessed, the work of all students must be include in the sample. The sample may overlap with the sample for internal moderation as defined in Chapter 7 of the Academic Quality Handbook.

Where modules are delivered concurrently across multiple locations and where the same assessment components are used in each location, the sample must consist of at least 6 students in total and at least 2 students per location.

Where modules are delivered in multiple cohorts in a single location and where the same assessment components are used for each cohort, the sample must consist of at least 6 students in total with at least 3 students from each cohort.

Where modules are delivered in multiple cohorts across multiple locations and where the same assessment components are used for each cohort and in each location, the sample must consist of at least 6 students in total and at least 3 students from each cohort and at least 2 students per location.

Where the assessment component is different across locations or cohorts, then each location or cohort should be treated as an individual sample (with a minimum size of 6) and the module should be counted a separate module for determining credit rating of responsibility.

**Moderation of Level 7 dissertation/project modules**

Any Level 7 module worth 60 credits or more is classified as a Level 7 dissertation/project module. An external examiner shall be responsible for no more than 30 dissertations/projects in a single appointment. The relevant external examiner must see a sample of at least 6 dissertations/projects.

The completed External Examiner Agreement Form should be presented to the relevant Institute Board as early as possible in the academic year. Institute Board will either endorse the Agreement or require amendments. A copy of each External Examiner Agreement should be presented to the Academic Standards Committee for final approval at the second meeting of the year (normally December). The submission deadline to the Academic Office for this purpose is 30 November 2024.

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH**

1. Note that External Examiners are now required to submit a separate report for each collaborative partner involved with the delivery. The Academic Office will use the information provided on this form to monitor the submission of the required number of reports and to ensure payment for the initial report and for each additional report. [↑](#footnote-ref-1)