**Checklist for the Presentation of Student Work Material for**

 **External Examiners**

**Work for each module should contain the following:-**

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| The relevant module specification | 🞎 |
| Details of assessment task | 🞎 |
| The assessment criteria, and the indicative answers, where appropriate | 🞎 |
| The sample of assessed work – a minimum of 10% or 10 individual pieces of work, whichever is the greater | 🞎 |
| The records of marks and comments from the internal examiners | 🞎 |
| The schedule of all marks agreed for all candidates assessed in the module following internal moderation | 🞎 |
| Module Development Plan (MDep) or partner equivalent module leader report - a brief report from the module leader providing general comments on the outcomes of the assessment process (e.g. trends in questions answered by students; common errors; questions generally answered well/poorly etc) | 🞎 |

**For delivery of the module at more than one centre (e.g. the module is franchised to collaborative partners), the following additional material should be made available:**

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| The sample of assessed work should be 10% or 10 individual pieces of work, whichever is the greater, from **each** centre of delivery | 🞎 |
| It should be presented so as to ensure that the work from each centre is clearly distinguishable from the others | 🞎 |
| Module Development Plan (MDep) or partner equivalent module leader report - a brief report from the module leader provides comments, if appropriate, on the centres of delivery (e.g. common errors by students at particular centres of delivery; questions generally answered well/poorly at particular centres of delivery) | 🞎 |
| **Only** **if your examiner has requested this information,** please provide access to on-campus materials for comparability; *there is no requirement to examine the work it is purely meant as an aid should the examiner need further information.* | 🞎 |