

Checklist for the Presentation of Student Work Material for External Examiners

Work for each module should contain the following:-

The relevant module specification	<input type="checkbox"/>
Details of assessment task	<input type="checkbox"/>
The assessment criteria, and the indicative answers, where appropriate	<input type="checkbox"/>
The sample of assessed work – a minimum of 10% or 10 individual pieces of work, whichever is the greater	<input type="checkbox"/>
The records of marks and comments from the internal examiners	<input type="checkbox"/>
The schedule of all marks agreed for all candidates assessed in the module following internal moderation	<input type="checkbox"/>
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)	<input type="checkbox"/>

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:

The sample of assessed work should be 10% or 10 individual pieces of work, whichever is the greater, from each centre of delivery	<input type="checkbox"/>
It should be presented so as to ensure that the work from each centre is clearly distinguishable from the others	<input type="checkbox"/>
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)	<input type="checkbox"/>
The examiner should have access to on-campus materials for comparability; <i>there is no requirement to examine the work it is purely meant as an aid should the examiner need further information.</i>	<input type="checkbox"/>