External Examiner Exam and Project Moderation Form

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| External Examiner moderation form for sample exam and/or project work *To be completed by External Examiners for report to Exam Boards*  |   |
| * Moderation material, with covering checklist, will have been sent out by the relevant Programme Administrator at the same time as this form. Full instructions about the process are provided in the Exam Board handbook.
* If multiple batches of material have been sent, only one form needs to be completed (after all material has been reviewed).
* Forms should be completed in the same format they were sent out by Administrators, either electronically (as a saved Word document – a signature is not required) or in hardcopy. Please return either by email or post in the appropriate format.
* Please ensure this is done by the deadline indicated on the list of materials you were sent, in good time ahead of the final Board of Examiners meeting where this will be reported.
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| Academic Year  | Choose an item  |
| Programme (and Exam Board) name  | Programme Name  |
| Type of assessment moderated  | Exams [ ]  Projects [ ]  Both [ ]  |
| Number of scripts/projects reviewed  | Number of scripts  |
| Please confirm the following for the Board of Examiners. *For each item, please tick if you are fully satisfied; otherwise please give further comments.*  |
| [ ]  | The exam questions or project requirements were appropriate in light of the programme curriculum  | Comments  |
| [ ]  | The marking guidelines were appropriate  | Comments  |
| [ ]  | The criteria for awarding grades were appropriate  | Comments  |
| [ ]  | The marks awarded appear to be fair and appropriate  | Comments  |
| [ ]  | The quality of feedback to students was appropriate (for projects, where such feedback was available)  | Comments  |
| Any other comments:  |
| Comments  |
| Name of External Examiner  | Name  |
| Date  | Click here to enter a date  |