

**School External Examiner’s Report**

**Academic Year 2024/5**

**External Examiners Reports cannot be considered to be Confidential.**

**Please ensure that you do NOT include individual student or staff names in your report or any information by which individual students could be identified. Your report may be routinely shared with members of the teaching team, the relevant Faculty Executive Dean, the Head of School, students on the programme, the relevant Student Voice Committee and may also be made available to other external persons or bodies, as appropriate.**

A written overview report is required from the School Examiner as part of the University’s academic quality assurance framework.

The report highlights the findings of School External Examiner in relation to their role in:

* ensuring that Continuation and Award Boards across the School apply procedures for determining students’ entitlement to progress to the next stage of their course, or to receive an award, in an appropriate, consistent and fair manner, and in line with the University’s regulations and conventions;
* identifying, and drawing to the attention of the relevant Faculty Executive Dean and the Head of School, any common issues, concerns, and good practices in the reports of External Examiners in the School for which they are responsible. This includes considering relevant data and identifying trends contained within.

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| **Name of School:** |  |
| **Name of External Examiner:** |  |
| **External Examiners home Institution:** |  |
| **Provision covered by the report: titles of single honours programmes and majors considered** |  |
| **Number of External Examiner Reports Received with details of which provision these covered** |  |
| **Date of Report:** |  |

Your comments are sought on the areas indicated below, although your report need not be restricted to these areas and you should feel free to comment on any other matters you consider appropriate. Please make your comments as full as possible so that Liverpool Hope may obtain as full a picture as possible with reference to the quality of programmes and associated assessment procedures in the area. You will appreciate therefore that particularly brief responses are not always helpful or appropriate, except where specifically requested.

If you wish to comment in confidence on any matter concerning your role we would suggest that you first approach the Faculty Executive Dean or the Head of School. However, should you wish to do so you do have the right to make a direct approach to the Vice-Chancellor, which will of course be treated with appropriate discretion. Please keep any such communication separate from the report itself.

**Submitting the form**

The form should be returned as soon as possible after the final meeting of the Board of Examiners and not later than the 11th July 2025. Please submit your report electronically to the University Executive Manager (or designee).

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| School of Social Sciences | School of Law and Criminology |
| School of Education | School of Business |
| **University Executive Manager** | **University Executive Manager** |
| Mr Chris Leyland [leylanc@hope.ac.uk](mailto:leylanc@hope.ac.uk) | Mrs Sarah Meir [meirs@hope.ac.uk](mailto:meirs@hope.ac.uk) |
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| School of Humanities | School of Psychology |
| School of Creative & Performing Arts | School of Health and Sport Sciences |
| **University Executive Manager** | School of Computer Science and the Environment |
| Mrs Natalie Jones [dermotn@hope.ac.uk](mailto:dermotn@hope.ac.uk) | **University Executive Manager** |
|  | Ms Jane Blackmore [blackmj@hope.ac.uk](mailto:blackmj@hope.ac.uk) |

***Please note:*** *It is University policy to return any reports that fail to address questions with adequately detailed responses.*

***Reminder:*** *The University’s External Examiner webpages can be accessed at:* [Expectations for standards](https://www.hope.ac.uk/aboutus/governance/academicquality/expectationsforstandards/)

**The web pages including training presentations for External Examiners, which should be reviewed each academic year.**

1. **School Overview**

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| 1.1 | Has the University Executive Manager/Officer confirmed to you that all External Examiners’ reports have been provided? | YES/NO |
| 1.2 | Do all reports confirm that the academic standards of awards are in alignment with the standards set by national subject benchmarks, the Framework for Higher Education Qualifications, any relevant PSRB requirements? | YES/NO |
| 1.3 | Do all reports confirm that the academic standards of achievement in the programmes examined are comparable with the standards of similar programmes in other UK higher education institutions? | YES/NO |
| 1.4 | Have all External Examiners confirmed that recommendations made in previous report(s) have been, or are being, addressed to their satisfaction? | YES/NO |
| Please provide comments that expand on your responses above as necessary: | | |
| Liverpool Hope Response – (*insert name and Job title):* | | |

1. **Curriculum, Learning and Teaching**

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| 2.1 | Does the curriculum across the School remain current and matched to the definitive documents validated by the University? | YES/NO |
| 2.2 | Are learning, teaching and assessment methods appropriate to the disciplines within the School and to the Liverpool Hope strategy?  [Liverpool Hope Learning, Teaching and Assessment Strategy](https://www.hope.ac.uk/gateway/staff/learningandteaching/learningteachingandassessmentstrategy/index.html) | YES/NO |
| 2.3 | When appropriate, does the curriculum delivered in the School programmes reflect any additional Professional, Statutory and Regulatory Body requirements? | YES/NO |
| Please provide comments that expand on your responses above so that the Faculty Executive Dean can determine the currency and external validity of the School curricula: | | |
| Liverpool Hope Response – (*insert name and Job title):* | | |

1. **Academic Standards and Student Achievement**

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| 3.1 | Is the School maintaining the threshold academic standards set for its awards in accordance with the frameworks for higher education qualifications and applicable benchmark statements? | YES/NO |
| 3.2 | Are the academic standards and the achievements of students on programmes and pathways within the School comparable with those in other UK higher education institutions? | YES/NO |
| 3.3 | If this is a continuing year of examining, does the School External Examiner note comparable standards and achievements when compared to students in previous years examined? | YES/NO |
| Please provide comments that expand on your responses above to provide the Faculty Executive Dean with feedback on the overall academic standards and achievement of students within and across the provision | | |
| Liverpool Hope Response – (*insert name and Job title):* | | |

1. **Appropriateness of Assessment Methods**

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| 4.1 | Are the assessment methods employed across the School carried out in accordance with the University Regulations and Conventions? In particular are marking scales and indicative assessment criteria adhered to? | YES/NO |
| 4.2 | Are criteria, marking schemes and award classifications set at an appropriate level; are assessments at the same level of comparable standard? | YES/NO |
| 4.3 | Where appropriate, were the processes for assessing student progress / outcome against relevant professional standards frameworks adhered to? | YES/NO |
| Please provide comments that expand on your responses above to provide the Faculty Executive Dean with feedback on the rigour and effectiveness of assessment procedures: | | |
| Liverpool Hope Response – (*insert name and Job title):* | | |

1. **Good Practice and Enhancement**

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| 5.1 | Please comment on good practice and innovation relating to learning, teaching and assessment within the School. |
| 5.2 | Please comment on opportunities to enhance the quality of the learning opportunities provided to students within the School. |
| Please provide comments that expand on your responses above to provide the Faculty Executive Dean with feedback on enhancement of processes across the School | |
| Liverpool Hope Response – (*insert name and Job title)* | |

1. **Administration of the Assessment Process**

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| 6.1 | Did the School Continuation and Award Board apply procedures for determining students’ entitlement to progress to the next stage of their course, or to receive an award, in an appropriate, consistent and fair manner, and in line with the University’s regulations and conventions? | YES/NO |
| 6.2 | Were you satisfied with your overall involvement in the University’s process for assessment and examining? | YES/NO |
| Please provide comments that expand on your responses above: | | |
| Liverpool Hope Response – (*insert name and Job title):* | | |

1. **Any Other Comments**

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| Please comment on any matter not already covered, which you would like to bring to the attention of the University. For examples, matters raised by External Examiners which cannot be addressed locally and/or require institutional consideration or response. |

On behalf of the Deputy Vice-Chancellor and Provost, may we take this opportunity to thank you for your contribution to the maintenance and enhancement of academic provision at Liverpool Hope University. Your work is greatly appreciated.

***Please return your form as soon as possible to the appropriate UEM***