



**External Examiner's Annual Report
Higher Education Provision
2014/2015**

You are advised that, under the Data Protection Act 1988, the University may be required to process any personal information you provide; though we will in such a case contact you before providing information. You are also advised that under the Freedom of Information Act 2000, the University may be obliged to disclose details of your full (unpublished) report on request. You also need to know that there is now a requirement for External Examiner reports to be made available to students. In submitting your report you are giving your consent to these conditions.

Surname: MILNER	Title: Mr
Forename(s): Clifford	

Home institution or other affiliation	University of Essex
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Course(s) and levels covered in this report
Court Training Theatre Co BA (Hons) Acting (2yr Accelerated)

Module(s) covered in this report (if relevant)
Acting 3 - Development of Character Production 1 Acting Through Song Textual Studies 2 Craft Skills 3 - Stage Combat Production 2 - Devising for Theatre Acting 4 - Acting for Camera Acting 5 - Production Production 3 - Public Performance Production 4 - Public Performance Professional Practice Applied Voice Studies for Professional Practice

Please note: if you have cause for concern about individual modules, please specify the issue(s) and the module(s) in the appropriate section of your report(s).

Academic Partnership Institution(s) (where applicable):
Court Theatre Training Company

Please note: a separate report is required for each Academic Partnership.

	1	2	3	4	5
Year of tenure (please tick <input type="checkbox"/>)				x	

Signature	Clifford Milner
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Date	1.7.2015
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Reports for the Academic Year 2014/15 must be submitted no later than 4th September 2015 (unless the Assessment Board has yet to take place or very recently taken place). If you

have further comments to make after the September resit boards we would welcome an amended version of your report. _

Please submit electronically to: quality@uwl.ac.uk

Section 1

1. **Please comment on whether the standards set are appropriate for the awards, or award elements, with regard to published national subject benchmark(s), the national qualifications framework and any professional, statutory or regulatory body requirements.**

Note: this asks if the course and/or modules are designed at the correct levels, including learning outcomes and associated assessments

CTTC is now in its third year of their accelerated 2 year BA (Hons) Intensive programme, I was present this year at the graduation showcase. And the work presented by the students continues to be of a comparable standard to other conservatoires in this sector.

2. **Please comment on whether the standards of student performance are comparable with similar courses or subjects in other UK institutions with which you are familiar.**

Note: this asks if student performance at any given level is comparable to performance of students operating at that level at other universities – e.g. is a 2:1 at the University of West London at the same level as for other institutions you know of? It does not ask whether the overall profile of student achievements is similar to that of other institutions, though it can be read that way. You may, however, wish to comment on the comparative spread of student achievement within a cohort.

The standards continue to be in line with other conservatoire training environment's

3. **Please comment on whether you have seen a sufficient number and range of candidates' work to enable you to carry out your responsibilities as External Examiner.** This may include; examination scripts, dissertations, project reports, coursework, continuously assessed work, performances, professional placements etc.

YES

4. **Did you receive draft coursework or other assessment briefs/examination papers to comment upon? Were suitable arrangements made to consider your comments?**

YES

5. **Please comment on whether the assessment processes are appropriate and fully evidenced with regard to:**

a. Criteria/marketing schemes

YES

b. Double marking/moderation

All work was double marked and moderated

c. Feedback to students

Written feedback has been given and continuous feedback given during rehearsals/classes

d. The use of the full range of marks

YES

e. Any other comments

NO

6. Are there any lessons to be learnt from the assessment regime which should be reflected in the curriculum syllabus, teaching methods, resources for the course etc?

NO

7. Please comment on the Assessment Board(s) under each of the following categories

a. Did you attend the Assessment Board(s)?
(please tick)

Yes
X

No

Any comments:

b. Were they conducted according to regulations?
(please tick)

Yes
X

No

If no, please give details of the areas in which the boards were not as effectively conducted as they could have been.

c. Were they well attended by academic staff?
(please tick)

Yes
X

No

Any comments:

d. Were you satisfied that the administrative procedures enabled you and the board(s) to carry out your respective duties effectively? (please tick <input type="checkbox"/>)	Yes		No	
	X			
If no, please give details of the areas in which administrative procedures were not as effectively conducted as they could have been.				
e. If applicable – were you satisfied with the way in which any issues regarding the consideration of mitigation, appeals and/or cheating were dealt with by the Award Board/Student Progress Board? (please tick <input type="checkbox"/>)	Yes		No	
	X			
Any comments:				
NO				
f. Any other comments?				
NO				

8. Please tell us how well you were supported in your role as External Examiner				
a. Do you have an Annual Written Agreement with the Head of School/College or Field Leader? (please tick <input type="checkbox"/>)	Yes		No	
	X			
Any comments:				
b. Has the provision of information, student work and other documentation (for example; Course Handbooks and regulations, module descriptions, assessment briefs, marking criteria) been sufficient and timely? Please comment on any exemplary administration or insufficiencies.				
YES				

c. If you have had interactions with central departments of the University (e.g. Academic Registry, Finance), have these been satisfactory? If not, please indicate which area and how we might improve services.
YES
d. Any other comments?
NO

9. Please comment on whether your views and recommendations as an External Examiner have resulted in actions being taken
YES

10. Where appropriate, please provide a description or bullet point list of any particular strengths or distinctive or innovative features in relation to standards and assessment processes that would be worth drawing to the attention of external audiences such as QAA, Edexcel etc
N/A

11. If this is your final year of tenure as an External Examiner please use this space to make any additional comments you may have regarding the development or progress of the course(s) you have covered during your period of tenure
THIS IS MY FINAL YEAR AS EXTERNAL AND WAS PRESENT AS CTTC DEALT WITH THE

DIFFICULT TRANSITION FROM A 3 YEAR BA (HONS) TO A 2 YEAR BA (HONS) ACCELERATED DEGREE AND OVER THIS PERIOD CTTC HAS DEVELOPED AND PROGRESSED. I BELIEVE THE MOVE TO AN ACCELERATED 2 YEAR DEGREE HAS BEEN A GREAT SUCCESS FOR THE INSTITUTION.

Section 2

This section is used to prepare a quantitative summary for University Committees and to identify necessary actions. If you indicate **Yes*** or **No**, please check that you have explained your judgement(s) in the main body of your report.

(copy and paste this symbol <input type="checkbox"/> into the appropriate columns)	Yes	Yes *	No	N/A
1. Are the standards set appropriate for the awards, or award elements, with regard to published national subject benchmarks, the national qualifications framework and institutional course specifications?	X			
2. Is student performance assessed to a standard comparable to that of other institutions?	X			
3. Did you receive a sufficient number and range of candidates' work?	X			
4. Is the organisation and design of the assessments appropriate to the learning outcomes?	X			
5. Are there clear criteria/marking schemes?	X			
6. Is the standard of marking appropriate?	X			
7. Is there sufficient evidence of double-marking/moderation?	X			
8. Is there evidence of useful feedback to students on their assessments?	X			
9. Were Assessment Boards conducted according to regulations?	X			
10. Were you satisfied that administrative procedures enabled you and the board to carry out your respective duties effectively?	X			
11. Were you satisfied with the way in which any issues regarding the consideration of mitigation, appeals and/or cheating were dealt with by the Assessment Boards?	X			
12. Were you well supported throughout the year in your role as External Examiner?	X			
13. Do you have an Annual Written Agreement with the Head of School/College or Field Leader?	X			

14. Has the provision of information, student work and other documentation throughout the year been sufficient and timely?	X			
15. Have your views and recommendations as an External Examiner resulted in actions being taken?	X			

*** though there are areas which need improvement**

**University of West London
St Mary's Road
Ealing
W5 5RF**

As External Examiner, you have the right to inform the Vice-Chancellor at any time, in confidence, about issues that concern you and which may not easily be expressed within the report template. Also, if you have cause to complain about anything which adversely affects your ability to carry out your role, you should write directly to the Vice-Chancellor, address as above. It would be helpful if you did this separately from your report. This page of the report template can be detached for the purpose and will help us to handle your complaint in confidence through standard University procedures.

For the attention of the Vice-Chancellor:

Name of External Examiner	
Course(s)	
Module(s)	

Issue(s) of concern

Signature	
Date	