



To: Academic Administrator(s) in relevant MPLS Department(s)

14 July 2015

External examiners' reports 2014-15

I enclose an external examiner's report for a course wholly or partly under your department's aegis.

Please send a copy of this external examiner's report to the Chairman of Examiners for that examination (if you have not already done so) and allow for any comments the Chairman might wish to make to be forwarded to the relevant departmental academic/teaching committee.

Please would you arrange for this report to be considered, together with the report of the board of examiners and the latest set of examination conventions, by the relevant departmental academic/teaching committee in time to meet the following timetable for report to Divisional Board:

- (i) Reports on undergraduate examinations should be forwarded to me by the end of Week 6 of Michaelmas Term (20 November 2015).
(For joint degrees, the reports relating to them, and the departmental Academic/Teaching Committee's comments on them, should be sent in the first instance to the relevant joint committee, which should then send me its comments by the above deadline.)
- (ii) Reports on postgraduate taught course examinations should be forwarded to me by the end of Week 1 of Hilary Term (22 January 2016).

In all cases, reports to Division should include:

(i) a copy of the report of the Board of Examiners and the latest set of examination conventions. The University's new *Policy and Guidance on course information* provides a revised template for examination conventions which will replace, for 2015/16 onwards, the current Annex H of the *Policy and Guidance for examiners*. The Division is currently updating its guidance in light of the revised guidance.

(ii) a draft response to each external examiner, addressing all the substantive points in their reports (this will be used as the basis of the Division's reply to the external examiner);

(iii) a report to the Division on the outcome of the monitoring by the departmental academic committee, including:

(a) any changes which the examination process might have suggested in relation to existing methods of assessment;

(b) any changes which the examination process might have suggested in relation to the existing content of the course;



(c) any need to review specific options;

(d) the overall standard of performance in the examination, including any trends in results or in relation to particular areas of the curriculum;

(e) any possible changes in examination conventions, procedures or regulations suggested by the examiners' experience of the examination process.

Please note the following sources of information which should be used by departmental academic/teaching committees to inform their considerations. All these, and further information - including this circular - can be found on the MPLS website at

- <http://www.mpls.ox.ac.uk/introduction/teaching-supervision-and-examination-policies/examinations-submitted-work-and-vivas/taught-course-examination-procedures>
- FHS Statistics:
https://bits.uas.ox.ac.uk/views/FHS_allyears_restrictedview_0/Table1bDivisionbyCourse
- [MPLS Final Honour School Examination Statistics, for students who sat examinations in each year \(up to 2013\)](#) (requires Weblearn login)
- [Gender resources](#) – WebLearn
- Education Policy and Support: Policy and Guidance on Course Information
<http://www.admin.ox.ac.uk/edc/policiesandguidance/pandgoncourseinformation/>

Please do contact me with any queries.

Kind regards

Bulvinder Gurm
Assistant Registrar (Education)