**Moderator’s annual report**

This report should enable you to provide a summary of your interactions with the teaching team and students as regards delivery of the programme, the process of annual review, the conduct of meetings of Board of Studies and Board of Examiners and the application of University’s *Regulations* and *Codes of Practice*

**1. DETAILS OF MODERATOR**

|  |  |
| --- | --- |
| Moderator’s name and title |  |
| Faculty/Department |  |
| Academic year |  |
| Associated Institution (AI) |  |
| Validated programme(s) |  |
| Email address |  |

Moderator reports should be submitted within **four weeks of the completion of a visit to an Associated Institution.** Moderators should note that the payment of fees and expenses can only be authorised once the report has been received by the University.

Please email the completed moderator report form, duly completed, after the final meeting of the Board of Examiners, together with your travel claim(s) to: [collaborative@surrey.ac.uk](mailto:collaborative@surrey.ac.uk)

1. **Nature of visit to Associated Institution**

Moderators are normally expected to visit Associated Institutions (AIs) twice yearly. The University anticipates that the majority of visits will be framed around a Board of Examiners and Board of Studies. It is expected that moderators play an critical role in quality enhancement and student engagement activities, particularly during the Teach-Out Phase and moderators are expected to meet with staff and with students without staff being present on at least one of the two scheduled visits.

Please indicate in the table below the nature of the visit and confirm that the required sections of the *pro-forma* have completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Visit** | **Yes** | **No** | **Sections of report Completed** |
| **Board of Examiners only** |  |  | 2, 3, 7,8,9 |
| **Board of Studies only** |  |  | 2, 3, 7,8,9 |
| **Board of Examiners and enhancement/student engagement activities** |  |  | 2,3,4,5,6,7,8,9 |
| **Enhancement/student engagement activities only** |  |  | 4,5,6,7,8,9 |

If moderators are making a final, end of term of office visit to an AI please complete Section 10 in addition to the relevant sections noted above.

During the year, were you involved in discussions regarding:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Modification of the curriculum content and/or scheme of assessment** | Yes |  | No |  |
| **Programme monitoring (including annual programme review), matters raised by the external examiner (verbal or written report)** | Yes |  | No |  |
| **Individual students (progress, mitigating circumstances** | Yes |  | No |  |
| **Resource requirements** | Yes |  | No |  |

**2. BOARD OF EXAMINERS**

**2.1 General conduct of the Board(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied that the board was conducted properly and in accordance with University of Surrey’ requirements?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please comment on the following in text box below:  - the conduct of any internal examining board held prior to the University board;  - the level of attendance and participation of internal examiners; - the quality of discussion of individual cases; - where marks were moderated, scaled, normalised as a result of discussion, was a general consensus reached by Board members?; - responses by AI staff to comments by the external examiner(s). |
|  |

**2.2 Presentation of data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied with the presentation of assessment data?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please comment on the following in text box below:  - was the recommended spread-sheet format followed? - was the data free from arithmetic (or other) error? |
|  |

**2.3 Standards demonstrated by the students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you generally satisfied with the general quality of the students’ work in reflecting the level of the qualification and the aims and objectives of the programme?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide a rationale for your answer in the text box below: |
|  |

**2.4 Comparability of standards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were the standards of student performance comparable with the standards of similar programmes in other UK higher education institutions?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide a rationale and evidence for your response in the text box below: |
|  |

**2.5 University *Regulations* and *Codes of practice***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied that the University *Regulations* and *Codes of practice* were applied in full by the institution?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |
|  |

**3. ASSESSMENT**

**3.1 Design and marking of assessments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied with the standard of assessment material and associated marking criteria produced by the AI?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please comment below on the opportunities which you were given to engage in the preparation of this material. |
|  |

**3.2 Procedures for assessment and examination**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied that marking criteria were applied with consistency, rigour and impartiality, and that internal marking was conducted in an appropriate manner?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide a rationale and evidence for your response in the text box below: |
|  |

**3.3 Effectiveness of the assessment process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you generally satisfied with effectiveness of assessment in relation to the intended learning outcomes of the programme(s)?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide a rationale and evidence for your response in the text box below: |
|  |

**3.4 Administration of the assessment process**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Were University of Surrey procedures followed, and were the administrative arrangements effective?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Did you receive copies of all relevant papers, including the programmes of study and marking criteria?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details below of any issues or concerns. |
|  |

**4. ENGAGEMENT WITH STUDENTS**

**4.1 Arrangements for meeting students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied with the opportunities you were given to meet students?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please comment in the text box below on the following: - whether the meetings were private; - the number of students you met; - the extent to which they were representative of the programme cohort as a whole; - whether they included nominated student representatives. |
|  |

**4.2 Arrangements for student representation within the AI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied that adequate arrangements are in place in the centre to allow the student voice to be heard?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide a brief description of the arrangement that are in place, and comment, with evidence, on their effectiveness. |
|  |

**4.3 Student satisfaction**

|  |
| --- |
| What did the meeting(s) with students reveal about their overall level of satisfaction with their learning experiences at the AI, and with the resources (including staffing) which are provided?  How far does the student experience meet the expectations of the most recent QAA *UK Quality Code* chapterson the student experience and student expectation?  What have you been able to do to help the AI meet QAA expectations in this respect?  Does the AI’s policies and strategies address student experience and student engagement adequately and reflect the QAA expectations in the QAA *UK Quality Code* (Chapters B4 and B5)? |
|  |

**4.4 Student issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did students raise issues that they wished to draw to the attention of the University?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details of any such issues with any recommendations for action which you might wish the University to consider. |
|  |

**5. ENGAGEMENT WITH STAFF**

**5.1 Arrangements for meeting staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you have any opportunities (other than at the Board of Examiners) to meet staff during the visit?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details below of any such meetings. |
|  |

**5.2 Staff issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did staff raise issues that they wished to draw to the attention of the University?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details of any such issues which you might wish the University to consider. |
|  |

**5.3 Staff development**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Did you provide any staff development activity during your visit?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Were they at the AI’s request, or on your own initiative?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details in the text box below. |
|  |

**5.4 Staff resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied that adequate staffing resources are being applied to the programme(s)?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details in the text box below. |
|  |

**6. LEARNING RESOURCES**

**6.1 Resource provision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were you satisfied that adequate learning resources are being provided for the programme(s)?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please comment below on any changes you observed in respect of resource provision. |
|  |

**7. PREVIOUS ISSUES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If issues were raised in your last report, or in the last report submitted by your predecessor, do you feel that they have been addressed appropriately and successfully?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please comment below on any recommended action required by either the AI or the University of Surrey. |
|  |

**8. GOOD PRACTICE**

|  |
| --- |
| Please identify any distinctive or innovative elements of the programme(s), and any features of good practice that you have noted. |
|  |

**9. ITEMS FOR ACTION**

**9.1 Teach-out issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were there any particular issues related to the University’s teach-out agreement for the AI which you would wish to draw to the attention of the University?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   If yes, please provide details below. |
|  |

**9.2 Duties of the Moderator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Were there any particular issues regarding the duties and functions of the Moderator which you would wish to draw to the attention of the University?   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  |   Please provide details below: |
|  |

**9.3 Management and communication by the University of Surrey**

|  |
| --- |
| Please comment on the University’s processes for managing and communicating with its Moderators and list any recommendations you have for improvement? |
|  |

**9.4 Items for action: required**

|  |
| --- |
| Please identify any items you require the AI and/or the University of Surrey to take action on. It would be helpful if you could prioritise these requirements. |
|  |

**9.5 Items for action: recommended**

|  |
| --- |
| Please identify any items you recommend that the AI and/or the University of Surrey takes action on. It would be helpful if you could prioritise these recommendations. |
|  |

|  |  |
| --- | --- |
| Moderator’s signature: |  |
| Date: |  |

**Directorate of Quality Enhancement and Standards use**

|  |  |
| --- | --- |
| Received: |  |
| Date: |  |
| Analysis: |  |

**10. END OF TERM OF OFFICE OVERVIEW**

If this is the final visit to the Associated Institution at the end of your term of office as Moderator, you are asked to provide an overview of the whole of that period.

The University is particularly interested in the following points:

i. whether there is evidence that the quality of provision of programme(s) for which you have been Moderator has been enhanced (or otherwise) during your period of appointment;

ii. whether you are confident that standards of programme(s) for which you have been Moderator can continue to be secured.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Moderator’s signature: |  |
| Date: |  |

**Directorate of Quality Enhancement and Standards use**

|  |  |
| --- | --- |
| Received: |  |
| Date: |  |
| Analysis: |  |