

# VICTORIA UNIVERSITY OF WELLINGTON

## GUIDELINES

### EXTERNAL ASSESSOR'S REPORT FOR HONOURS AND MASTER'S BY COURSEWORK PROGRAMMES

#### **The External Assessor**

As the external assessor could you please report briefly on each of the following questions. If you have identified any shortcomings, please list them along with any suggestions for improvement.

1. Please comment on the appropriateness of the academic content of the courses in this programme compared with national and international standards.
2. How appropriate were the learning objectives for the nature of the courses and the programme?
3. How appropriate were the assigned pieces of assessment (including any examination) for the course learning objectives and for the programme learning objectives?
4. Please comment on the fairness, consistency and reliability of the process of assessment and grading of the candidates, and on the appropriateness of the level of grades awarded.
5. If you identified any noteworthy good practice in relation to teaching and assessment processes, please give a brief description.

The above report should be provided to the relevant Head of School, who will forward it to the relevant Associate Dean. It is then submitted to the Academic Committee.

#### **The Head of School**

When the external assessor has identified any shortcomings, then the Head of School should provide an accompanying statement that includes the School's response to the identified shortcomings and any plans for addressing them.

Note that some Schools may also wish to involve external academics or other experts in the assessment of student work in individual honours or master's courses under the provisions of section 6.1 of the Assessment Handbook. Such external input then forms part of the School's assessment processes, and is separate and additional to the University-wide requirement. Documentation arising out of assessment relating to individual students should not be included in the above report provided to the Associate Dean and Academic Committee.