

Eu2P

EUROPEAN PROGRAMME IN
PHARMACOVIGILANCE AND
PHARMACOEPIDEMIOLOGY



Eu2P-SOP-AOT-002

Module External Review of Assessment

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Signatures

Printed Name	Function	Signature	Approval date
Annie Fourier-Réglat	Process Owner		2018-02-20
Jo Cahill	Quality Officer		2018-02-20

Revision Record

Rev	Date	Author/Reviewer	Remarks
1	2012-07-25	Jo Cahill	Initial draft
2	2013-09-05	Annie Fourier-Réglat	Corrections
3	2013-09-12	Eu2P office (Christa Naboulet & Karine Palin)	Corrections
4	2013-09-25	Jo Cahill	Corrections and improvements – Final version
5	2017-10-03	Jo Cahill	Corrections and improvements – Updated version
6	2018-01-31	Eu2P office (Christa Naboulet & Karine Palin)	Corrections
7	2018-02-05	Jo Cahill	Corrections and improvements – Final updated version

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Purpose

Amendment to the Eu2P Standard Operating Procedure for Module External Examiner Review of Examinations and/or Assessments

This Eu2P procedure, approved by the previous Education Board came into effect on the 25th September 2013 to allow the module external examiner to have an oversight of all module assessment across all partners and ensure that assessment was undertaken in a manner which was equitable to the individual trainee. The module external examiner was thus able to confirm that the academic standard of each module was at Masters Level, consistent with training delivered during the module and that there was appropriate and consistent assessment of trainees. At the Executive Board on the 28th September 2018 it was agreed that the policy requires review for a number of reasons. Implementation of the policy has resulted in a significant workload for the module external examiners and repeated delays in the publication of results to students due to the complexity of the proceedings. Since implementation no issues of concern associated with parity of marking between partners have been raised by the external in any annual report or at boards of examiner meetings. It was therefore agreed by the Executive Board that it would be timely to review the policy and given that the two research project modules in Year 1 and 2 are keystone activities undertaken by all academic partners and thus would provide clear indication of marking standard it was agreed that the cross partner review would now only focus on these two modules. Each module carries 30 ECTS points. Dr Jo Cahill has discussed the proposal with the two current external examiners and both support the revised policy.

The revised process is detailed below:

Process

- At the end of each assessment period where the two project modules (Research Project 1 and 2) are assessed and in accordance with the published assessment schedule produced annually by the Eu2P Office, the module external examiner should review appropriate samples of summative trainee work for these two modules.
- For each research module a minimum sample size that is equal to the square root of the total number of projects, but not fewer than five (5), must be selected from across the range of grades awarded and sent to the external examiner.

- The sample of trainee work selected for each module should be sent to the Eu2P Office with the following:
 - The assessment guidelines for the module assessment or if appropriate each element of assessment.
 - The assessment/grading criteria for the assessment or if appropriate each element of assessment.
 - The feedback on the assessed piece(s) of work with the grade awarded for each element and the overall module grade. The mark awarded by the partner and the Eu2P translation grade using the equivalency table should be made clear.
 - The spread sheet with the overall grades for ALL students on the module not just those sampled.
 - Detail and outcome from any internal moderation process, if appropriate.
 - Contact details of the module leader/coordinator.

Failure to include all material may result in a delay of proceedings including the board of examiner meeting.

- Following review of research module assessment(s), a report (See Appendix 1) will be completed by the module external examiner and returned to the Eu2P Office for distribution to all partners and action as appropriate. Where action is required by the partner a response should be made to the module external examiner to ensure transparency of process and that the audit trail for proceedings is clear. The report will be considered at the Eu2P Examination Board.

Document History

Document Version	Description of Major or Relevant Change
1.0	Initial version
2.0	Updated version 2.0

Appendix 1

Eu2P Cross Partner Module External Examiner Report

To be completed by the Module External Examiner

Name of External Examiner		
Collaborative Partner – please tick all that apply	Erasmus Universiteit Medisch Centrum Rotterdam	<input type="checkbox"/>
	Universite Autonoma de Barcelona	<input type="checkbox"/>
	Universite Bordeaux	<input type="checkbox"/>
	Universita Verona	<input type="checkbox"/>
	Universiteit Utrecht	<input type="checkbox"/>
	University of Hertfordshire	<input type="checkbox"/>
Modules examined	Module Title	Please tick as appropriate
	Research Project Year 1	
	Research Project Year 2	

1. Academic standards	Agree	Partly Agree	Dis-agree	N/A
The grades awarded for assessments were appropriate and consistent.				
The standards achieved across all partners are comparable with those on Masters programmes elsewhere.				
From the evidence available to me as an external examiner, the partner's processes for assessment are sound and fairly conducted.				
I was given the opportunity to moderate an appropriate sample of marked student work from each partner.				
I was provided with sufficient information, in a timely manner, to allow me to carry out my duties as an External Examiner.				
<i>Please explain here your reasons for answering 'Disagree' or 'Partly Agree' to any of these questions, or whether you wish to bring any other matters to the attention of the School:</i>				

2. Response to previous reports	Agree	Partly Agree	Dis-agree	N/A
I have received an appropriate response to issues raised in my previous cross partner module external examiner report				
<i>Please explain here your reasons for answering 'Disagree' or 'Partly Agree':</i>				

8. Recommendations to the Module team(s) and/or Executive Board

Please list key points that you recommend are addressed in the next assessment period. Recommendations specific to a particular partner should be made clear. Please also list any substantive issues that you recommend the Executive Board addresses

NAME OF EXTERNAL EXAMINER :

Signature:

Date

Please return the completed report by:

Please return to the Eu2P Office at Bordeaux: