External Referencing of Standards Report

Date [ ]

Details of institution requesting the external referencing

Contact Name:
College/Faculty and Institution:
Discipline/Professional area:
Area of expertise sought:

Details of institution undertaking the external referencing

Reviewer's Name:
College/Faculty and Institution:
Discipline/Professional area:
Area of expertise:

Unit and Course details

Prepare one of these reports for each unit or capstone project reviewed.

Unit (code, title and discipline area):
Course (title):

Statement of potential conflicts of interest

To be completed by the reviewer.

For example, being involved in collaborative teaching, research, or consultancy work with colleagues teaching in the units being reviewed.

Note: Course: A collection of units of study leading to an award or qualification. Also known as a program.

Unit: An individual unit of study. Also known as a subject or course.

Acknowledgement: This template was developed as part of the External Referencing of Standards Project (EROS Project), a collaboration between the RMIT, Curtin University, University of Wollongong and QUT.

Notes for reviewers

Preparing reports

Within 3 weeks (or as otherwise agreed) of receiving the relevant information and materials, you are required to submit the attached completed report to the institution requesting the external referencing report.

Report structure and content

Please complete all of Part A: Sections 1 to 3 of the report. If there are additional comments or recommendations you wish to make, document these in Section 4 of the report.

Language of the report

In writing the report you should be aware that it may be discussed widely within departments and schools, and in forums that have a range of participants including students. This information may also be included in published materials.

The language used in the report should reflect:
- sensitivity to the peer review nature of the process and therefore may include commendations as well as suggested areas for change
- cognisance of a potentially wide audience for the report, for example accrediting bodies and institution level committees

General points

1. The institution being reviewed will own the copyright of all the materials produced in relation to the review.

2. You will assign all present and future rights relating to the reports and any other materials created in relation to your role as an External Reviewer to the institution being reviewed. You will also waive any rights including moral rights in connection with those materials.

3. The institution being reviewed will make reasonable endeavours to ensure the accurate reproduction of material and information provided by you; all other warranties and undertakings are excluded, including liability for direct or indirect loss to you.

4. You give consent to the institution being reviewed to publish any part of your report, electronically or in hard-copy, in internal or publicly accessible websites, reports and/or brochures.

Notes for requesting institution

Selection of units

The unit selected for review should be from the final year or stage of the course and the assessment tasks put up for review should NOT be multi-stage ones – eg. those that contain several integrated assessment tasks.

Checklist for the institution requesting the external referencing

The requesting institution will provide the reviewer with the following information:

General points

☐ An overall course or study plan structure, which positions the unit being reviewed (a curriculum map, showing the way the ULOs are mapped to the CLOs, is helpful if available)

☐ List of Course Learning Outcomes (CLOs)

☐ Specific CLOs relevant to the Unit being reviewed.

For the selected unit

☐ Unit outline

☐ Unit Learning Outcomes (ULOs)

☐ A schedule of learning for the unit

For the selected assessment task

☐ Information provided to students setting out the assessment task requirements and/or questions

☐ Weighting of the assessment

☐ Assessment rubrics, marking guides, or criteria sheets.

Grading

Explanation of the grading scheme as it applies to the samples of student work and explanations of nomenclature.

Samples of student work

Please read Section 4 in the accompanying guide for information on how to select samples of student work

☐ Samples of de-identified student work provided.

The report is divided into Part A and B:

PART A: For Reviewers to complete

- Section 1: Course (CLOs) and Unit (ULOs) Learning Outcomes
- Section 2: Assessment
- Section 3: Student Achievement Standards
- Section 4: Other matters you wish to raise

PART B: Response of the requesting institution to the external referencing report

PART A: Section 1 | Course (CLOs) and Unit (ULOs) Learning Outcomes

1. Are the Unit Learning Outcomes aligned with the relevant Course Learning Outcomes?

Yes	Yes, but	No, but	No

Comments / suggested changes.
Note: responses should pertain to the course selected for external referencing and not other courses the unit may be taught in.

2. Are the Unit Learning Outcomes appropriate for a final stage Unit at this AQF qualification level?

Yes	Yes, but	No, but	No

Comments / suggested changes.
Note: responses should pertain to the course selected for external referencing and not other courses the unit may be taught in.

PART A: Section 2 | Assessment

1. Does the assessment task enable students to demonstrate attainment of the relevant ULOs and relevant CLOs?

Yes	Yes, but	No, but	No

Comments / suggested changes.
Note: responses should pertain to the course selected for external referencing and not other courses the unit may be taught in.

2. Is the description of the performance standards (e.g. the marking guide/marking criteria/assessment rubric/ annotated work samples) appropriate to the specified ULOs and relevant CLOs?)

Yes	Yes, but	No, but	No

Comments / suggested changes.

PART A: Section 2 | Assessment

PART A: Section 3 | Student Achievement Standards

1. Do you agree that the grades awarded reflect the level of student attainment?

Yes	**Yes, but**	**No, but**	**No**

Comments / suggested changes.
Note: please refer to the grading scheme and descriptors provided for this institution and respond to each sample assessment.
Please contain your comments to the grades awarded in the samples provided.

Sample A:

Sample B:

Sample C:

2. Based on your review, do you consider the methods of assessment are capable of confirming that all relevant specified CLOs and ULOs are achieved?

Yes	**No**

Comments / suggested changes.

Add comments here.

PART A: Section 4 | Other matters you wish to raise

1. Are there other matters not covered in Parts 1, 2 and 3 above that you wish to draw to the attention of the course team?

Yes	No

Please provide brief details.

PART B: Section 1 | Response of the requesting institution to the external referencing report.
(to be completed by the Course and Unit Coordinator)

Priorities for implementation from the review	What are the anticipated enhancements to the quality of the course and learning experience of students?	Date for completion	Responsibility