

**External Examiner’s Report Form 2022-23**

**Instructions for completion**

**Deadline:** Reports should be submitted annually, preferably within three weeks of the semester two Board of Examiners (this normally happens in June). All reports must be submitted by 30 September 2023 at the latest, with the exception of reports for Programmes that do not operate on a standard academic cycle. You are reminded that it is a contractual requirement to submit an annual report and without it you cannot be paid.

**Information required:** Please comment in sufficient detail for academic staff and other readers to assess the quality and standards of the provision.Linked Programmes may be combined into one report but separate Programmes should each have their own report. Please check with the Head of Division, if you are unsure.

**Format:** Please complete the report form electronically. Email the completed report as a Microsoft Word file to our generic External Examining email address. The submission of a Word, rather than a PDF file, means that we can detach your fee claim form before we disseminate the report more widely.

**How reports are used:** External Examiner reports are used to help QMU assure the quality and standards of its taught Programmes. Reports also serve an important enhancement function. Reports are shared widely within QMU and considered by the Principal and other senior staff, as well as the teaching team.

Reports are usually made available in full to all students on the University’s Virtual Learning Environment. In some cases, a summary of the report will be made available instead. This applies only where the report includes sensitive or confidential information. It is important that students are not named in reports, and also that no matriculation numbers are included. [You will find further details on our External Examining webpages](https://www.qmu.ac.uk/about-the-university/quality/resources-for-external-examiners/).

*The report form is available in alternative formats. Please contact us at our generic External Examining email address if you would like further details.*

**EXTERNAL EXAMINER’S REPORT 2022-23**

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| **Examiner’s name** |  |
| **Programme** |  |

**SUMMARY**

Please provide an overview of positive practice and recommendations in the space below. Each of the boxes will expand as required. This summary will provide ‘at a glance’ information for a wider audience than the teaching team. Teams are expected to share reports with students. As a minimum, we will make this summary available on our Virtual Learning Environment, but more usually we will share your full report with all students on the Programme.

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| **Recommendations to be addressed urgently**  |

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| **Other recommendations**  |

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| **Positive practice** – Please highlight up to three features of positive practice that you would like to share with the Programme Team and wider University community. Such examples might include good practice in teaching, content, assessment or feedback.  |

**1 CURRICULUM**

*Please answer the following questions by ticking the appropriate answer. Any comments may be made below.*

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| --- | --- | --- | --- | --- |
|  | *Please tick:* | **YES** | **NO** | **N/A** |
| a) | Did you receive a copy of the Definitive Document and/or other relevant information for the Programme?  |  |  |  |
| b) | Was the information you received on the Programme adequate? |  |  |  |
| c) | Do you have any major concerns about the design of the Programme? |  |  |  |
| d) | Do you have any major concerns about the content of the Programme? |  |  |  |
| e) | Do the aims and structure of the Programme meet the needs of the students? |  |  |  |
| f) | Do you consider the content of the Programme to be appropriately inclusive and reflective of a diverse student body? |  |  |  |
| g) | Is the Programme aligned with the Scottish Credit and Qualifications Framework (SCQF)? |  |  |  |
| h) | Do the learning outcomes reflect any national benchmarks applicable to the subject area? |  |  |  |
| i) | Does the Programme (continue to) reflect any relevant Professional, Statutory and Regulatory Body (PSRB) requirements? |  |  |  |

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| *Please provide further information relating to the above questions. It would be helpful if you could comment on the appropriateness of the overall aims, structure and content. Please include strengths and suggested areas for development, as appropriate.* |

**2 ASSESSMENT**

*Please answer the following questions by ticking the appropriate answer. Any comments may be made below.*

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|  | *Please tick:*  | **YES** | **NO** | **N/A** |
| a) | Did you receive adequate information relating to QMU regulations and assessment procedures? |  |  |  |
| b) | Are the assessment processes and schemes for classification and progression clear? |  |  |  |
| c) | Did you receive all the draft exam questions and other assessment instruments with sufficient time to review?  |  |  |  |
| d) | Was due consideration given to your feedback on draft exam questions and other assessment arrangements? |  |  |  |
| e) | Were exam questions and other assessment instruments of an appropriate standard and quality?  |  |  |  |
| f) | Were the methods of assessment appropriate to the learning outcomes of the Programme, content and students involved? |  |  |  |
| g) | Were the methods of assessment appropriately inclusive and reflective of a diverse student body? |  |  |  |
| h) | Were adequate arrangements made for students with special needs? |  |  |  |
| i) | Did you receive an appropriate sample and range of scripts and other work? |  |  |  |
| j) | Did you receive the sample with sufficient time to review scripts in advance of the deadline for feedback? |  |  |  |
| k) | Were you given the opportunity to see the scripts of borderline cases? |  |  |  |
| l) | Were you satisfied that the marking undertaken by the internal examiners was appropriate in terms of standard and consistency? |  |  |  |
| m) | Were the scripts marked in such a way to enable you to understand the rationale for the marks awarded? |  |  |  |
| n) | Were you satisfied with the quality of feedback provided to students by internal markers? |  |  |  |
| o) | Where applicable, were suitable arrangements made for you to observe and moderate placement performances? |  |  |  |
| p) | Where applicable, were suitable arrangements made for you to observe and moderate practical performances? |  |  |  |
| q) | Were you satisfied with the recommendations of the Board of Examiners to Senate? |  |  |  |
| r) | Were you satisfied with the administration of the assessment process? |  |  |  |
| s) | Did you attend the meeting(s) of the Board of Examiners? (if no, please disregard questions t and u below)  |  |  |  |
| t) | Were you satisfied with the extent to which you were able to participate as a full member of the Board of Examiners?  |  |  |  |
| u) | Were you satisfied with the procedures of the Board of Examiners?  |  |  |  |

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| *Please provide further information relating to the above questions, including strengths and suggested areas for development, as appropriate. If you have been involved in clinical placement assessment, please comment explicitly on your role and the conduct of the assessment.* |

**3 STUDENT PERFORMANCE**

*Please answer the following questions by ticking the appropriate answer. Any comments may be made below.*

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|  | *Please tick:*  | **YES** | **NO** | **N/A** |
| a) | Was student work compatible with the stated aims and objectives of the Programme?  |  |  |  |
| b) | Was the quality of student work as you would have expected in a Programme at this level? |  |  |  |
| c) | Was student work comparable with that of their peers at other institutions? |  |  |  |
| d) | Were you satisfied with the quality and nature of teaching andlearning as indicated by student work examined? |  |  |  |
| e) | Were you satisfied that the distribution and classification of awards was fair? |  |  |  |
| f) | Was the distribution of grades and classification of awards comparable with other institutions? |  |  |  |
| g) | Does the Programme provide sufficient opportunity for students to achieve standards beyond the threshold level that is required to pass? |  |  |  |
| h) | For Examiners responsible for different iterations of the same Programme at QMU and overseas: Are standards of work across the different iterations broadly comparable? |  |  |  |
| i) | If not, are you satisfied that steps have been taken/are planned to reduce the performance gap? |  |  |  |

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| *Please provide further information relating to the above questions. It would be helpful if you could comment on strengths and weaknesses of knowledge, understanding and skills demonstrated by students.* |

**4 FOLLOW-UP TO PREVIOUS YEAR’S REPORT**

*Please answer the following questions by ticking the appropriate answer.*

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|  | *Please tick:*  | **YES** | **NO** | **N/A** |
| a) | Were any specific recommendations suggested to the Team in your report for last year? |  |  |  |
| b) | Did you receive a written response to your last report?  |  |  |  |
| c) | Was this provided within approximately ten weeks of submission of the report? |  |  |  |
| c) | Were your recommendations addressed by the Programme Team? |  |  |  |

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| *Please provide further information, as you consider appropriate on the response to your previous year’s report.*  |

### 5 FurtheR COMMENTS

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| *Please add any further comments on the Programme and its assessment processes, identifying any particular areas of strength or areas for development. If you are an Examiner for a Programme that is regulated or accredited by a Professional, Statutory or Regulatory Body, please use this space to address any matters that might be of interest to that Body and which fall within your remit as an Examiner. It is recognised that such matters will vary across professions.* |
| **Support and Induction***As you might be aware, the University is introducing an annual online induction and refresher session for Examiners. The first of these events is scheduled to take place on October 2023 and will draw on feedback provided by Examiners through our recent online survey. If you would like to provide any additional comments on induction arrangements and ongoing support from QMU academic and/or professional services staff for External Examiners, please do so in the space below.* |

### 6 Overview of period of tenure (to be completed only by Examiners submitting their final report to QMU)

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| *Please provide an overview of your period of tenure as Examiner for QMU. You are asked to comment on your overall experience of the role, including development of the curriculum, changes to assessment and feedback practice and student performance since you took up post. Please also include any points that you would like to highlight to your successor or suggestions that might assist the University in developing its procedures for External Examining.*  |

## EXTERNAL EXAMINER CONTACT DETAILS

*Please confirm your contact details – you are asked to provide a business (rather than home) address where possible*

**Name:**

**Address:**

**Telephone:**

**Email:**

**Signature ……………………………………………….. Date……………………….**

## *(if you have an electronic signature, please include it*)