

Annex 3

External Examiners Report Template

Section 1: Course details

Please provide the details of the course.

Course name	
Date	
Course Manager	

Section 2: Course design and delivery

Documentation/information

1. Is course information clear and helpful for users?

- ☐ Yes
☐ No
☐ Partially

Please provide further information

2. Is the documentation of the course (e.g. Handbook) adequate?

- ☐ Yes
☐ No
☐ Partially
☐ Not applicable

Please provide further information

3. Is the online information (Moodle) adequate?

- ☐ Yes
☐ No
☐ Partially
☐ Not applicable

Please provide further information

Entry requirements

4. Are entry requirements sufficient for the course?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

Learning outcomes/coherence

5. Are the course learning outcomes consistent with the course title and the course content?

- ☐ Yes
- ☐ No
- ☐ Partially

Please provide further information

6. Does the course represent a coherent body of learning?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

Assessments/feedback

7. Do the examinations and other forms of assessment assess all the learning outcomes of the course?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

8. Are the most appropriate forms of assessment used?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

9. Please comment on the assessment process and the schemes for grading; the extent to which assessment processes are rigorous; the equity of treatment of learners (including individual grading of the group work); the conduct of examinations in terms of the course policies and procedures).

10. Where assessed work was returned to learners, was the feedback to them clear, unambiguous and likely to lead to improvement in future assessed work?

- ☐ Yes
☐ No
☐ Partially
☐ Not applicable

Please provide further information

Teaching/studyability/workload/progress/level of student performance

11. Is the workload realistic / is the course studyable?

12. Please comment on the quality of teaching and learning.

13. Please comment on the level of performance in learners' work.

Administration

14. Is the process for determination of progression, reassessment and award sound and fairly conducted?

- ☐ Yes
☐ No
☐ Partially
☐ Not applicable

Please provide further information

15. Was the administration of the examinations, management of scripts, and access to materials, time available for grading and impartiality with which the examinations are conducted satisfactory?

- ☐ Yes
☐ No
☐ Partially
☐ Not applicable

Please provide further information

Strengths

16. Do you see particular strengths of the course?

Opportunities for improvement

17. Please list any specific recommendations for enhancement.

General feedback

Section 3: Administrative issues

1. Was sufficient evidence provided to enable you to fulfil your role as External Examiner?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

2. Did you receive an appropriate sample and range of assessed work?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

3. Was there sufficient information available to you on assessment criteria and to explain how grades had been awarded?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

4. Was sufficient time available to scrutinise samples of student's work?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

5. Did the Board of Examiners conduct its business fairly and correctly and apply the appropriate course policies and procedures?

- ☐ Yes
- ☐ No
- ☐ Partially
- ☐ Not applicable

Please provide further information

6. Did you attend meetings of the Board of Examiners?

- ☐ Yes
- ☐ No
- ☐ Not applicable

Please provide further information

7. Any other comments.