**UNIVERSITY OF ULSTER**

**EXTERNAL EXAMINER’S REPORT FORM (SUBJECT NETWORK)**

|  |  |
| --- | --- |
| **1 Name of External Examiner** | **Academic Session** |
| **2 Address** | |
| **3 Telephone Number       4 Email address** | |
| **5 Title of course** | |
| **6 Course codes** | |
| **7 Names of Course Directors** | |
| **8 Number of External Examiners reporting on the course** | |
| **9 Partner Institutions** | |
| **10 Subject areas** | |

**NOTE: HEADINGS 1 - 10 SHOULD BE COMPLETED BY THE FACULTY BEFORE THE FORM IS FORWARDED TO THE EXTERNAL EXAMINER. (HEADINGS 5 - 10 MUST BE COMPLETED IN FULL.)**

**Guidance notes on completion of report form**

You are asked to submit your report using this form to Professor Odette Hutchinson, Pro-Vice-Chancellor (Academic Quality and Student Experience), within one month of attending the last meeting of the Board of Examiners in each academic session**.**

**Please send the completed report form by e-mail to:** [eereports@ulster.ac.uk](mailto:eereports@ulster.ac.uk)

Your comments are sought on the areas indicated. Specific issues that may be addressed under each heading are itemised, and the University would be grateful if you would respond fully in each section. A checklist, as recommended by the UUK/Guild HE Review of External Examining (2011), has been included for your use. Please indicate if any comments made in your previous report have not been addressed. Your report need not be restricted to the areas specified, and you should feel free to comment in Section 10 on any other matters that you consider relevant. **Please distinguish between suggestions for consideration and recommendations for action by the Course/Subject Committee**. If you prefer, you may produce a word-processed report using the headings included in this form instead of using the actual form.

**As you have responsibility for a subject network, for each section please provide a general comment, followed by a separate comment for each college/campus/location where you deem it appropriate to comment on specific instances of the provision.**

Your report will be considered on behalf of the Senate in the first instance by the appropriate Course Committee and you will receive a response to the substantive matters that you raise. Your report and the response will be considered subsequently as part of the annual monitoring process. The report (or a summary) will also be discussed with student representatives and the report will be made available in full to all students on the course. You are asked not to identify individual students or staff members by name.

In addition, you may choose to submit a confidential report to the Deputy Vice-Chancellor or the Vice-Chancellor.

**Final report**

At the end of your period of appointment as External Examiner, it would be helpful if your final report would draw attention in Section 10 to any significant developments or changes in standards relating to the course or subject which you observed during your appointment, and include if appropriate any suggestions for modification to the programme of study. A copy of your final report will be sent to your successor as External Examiner.

*Your claim form should be sent to the relevant Faculty Office.*

**1 YOUR PARTICIPATION IN THE MODERATION PROCESS**

*Please include comments on: the sufficiency of the information given concerning your role as External Examiner; the usefulness of relevant documentation received (including regulations and assessment criteria); the opportunity given to approve examination papers and coursework assignments; opportunities for inspection and adequacy of samples of examination scripts and coursework submissions; attendance at oral examinations, student performances or presentations; involvement in meetings of examiners; and the conduct of the Board of Examiners. (The attached checklist may assist you.)*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2 APPROPRIATENESS OF THE STRUCTURE AND CONTENT OF THE COURSE AND MODULES**

*Please comment on whether the structure and content of the course**and its component modules are coherent and appropriate to the level of the qualification, the subject area, and the particular aims of the course. Please include reference to national subject benchmarks, the national qualifications framework, the programme specification, professional practice standards as they relate to the award and other relevant information. The University’s learning and teaching strategy expects courses to be underpinned by current and appropriate discipline-specific and pedagogic research and scholarship. Have you found evidence of research/scholarship informing the curriculum and its pedagogy?*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 ASSESSMENT**

*Please comment on whether the methods of assessment, marking, and classification (if applicable) are appropriate to the aims, intended learning outcomes, structure, and content of the course; whether the assessment criteria, marking schemes and classification are set at the appropriate level; whether the method of final assessment allows for appropriate discrimination between candidates; and student awareness of the assessment scheme and criteria. Please include reference to national subject benchmarks, the national qualifications framework (including outcome classification descriptions for Level 6 Honours degrees, where applicable), the programme specification, professional practice standards as they relate to the award and other relevant information.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4 MARKING STANDARDS**

*Please comment on whether the internal marking was conducted rigorously and impartially, with the schemes for marking and classification being consistently applied; whether the final assessment of the candidates was fair and in accordance with the criteria for marking and classification (including classification descriptions for Level 6 Honours degrees, where applicable); and the consistency of standards applied across modules.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5 GENERAL QUALITY OF CANDIDATES’ WORK**

*Please comment on your overall impression of the quality of the candidates and their achievements and whether you are satisfied that the general quality of work reflects the level of qualification and the aims and intended outcomes of the course. Please include reference to national subject benchmarks, the national qualifications framework, the programme specification, professional practice standards as they relate to the award and other relevant information.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6 STUDENT LEARNING**

*Please comment on whether the range of assessment methods and outcomes provides evidence of effective student learning. Please include reference to national subject benchmarks, the national qualifications framework, the programme specification, professional practice standards as they relate to the award and other relevant information.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7 COMPARABILITY WITH PROGRAMMES OF STUDY AT OTHER INSTITUTIONS**

*Based on your experience, please indicate whether you consider that the standards of the course and its assessment, and of student performance, are comparable with those at other institutions. Please include reference to national subject benchmarks, the national qualifications framework, the programme specification, professional practice standards as they relate to the award and other relevant information.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8 ADMINISTRATION OF THE ASSESSMENT PROCESS**

*Please comment on the procedures followed and the administrative arrangements and their appropriateness and effectiveness, and the adequacy of the support provided to you.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9 STUDENT CONSULTATION**

*Please list any matters identified by you or by students (where you have met them) which might be appropriate for discussion with students at the Staff/Student Consultative Committee or through other means.*

General comments:

Specific College/Campus/Location comments where appropriate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10 OTHER COMMENTS**

*Please indicate what you consider to be the best features of the course, its strengths and weaknesses. Add any other comments which you would wish to make, including possible improvements, based on your experience elsewhere. Please distinguish between recommendations and suggestions for consideration.*

***Any use or publication of the report is the sole responsibility of the University of Ulster.***

Signature: Date:

|  |
| --- |
| Academic Office  September 2022 |