**UNIVERSITY OF ULSTER**

**CHIEF EXTERNAL EXAMINER’S REPORT FORM**

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| **Campus:** | **Academic Session:** |
| **Name of External Examiner:** | |
| **Name of Director of Combined Studies:** | |
| **Address:** | |

**Guidance notes on completion of report form (This form should only be used by the campus Chief External Examiner for undergraduate Honours provision or by the Chief External Examiner for the Certificate of Personal and Professional Development or the Postgraduate Certificate of Personal Development)**

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 meeting of the Progress and Award Board of Examiners. 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 case. Please indicate if any comments made in your previous report have not been adequately addressed. Your report need not be restricted to the areas specified, and you should feel free to comment in Section 6 on any other matters that you consider relevant. **Please distinguish between suggestions for consideration and recommendations for action.**  If you prefer, you may produce a word-processed report using the headings included in this form instead of using the actual form.

Your report will be considered on behalf of the Senate in the first instance by the appropriate Campus Co-ordinating Group and you will receive a response to the substantive matters that you raise. Your report and the response will be considered subsequently by the Academic Standards and Quality Enhancement Committee. The membership of the Campus Co-ordinating Group includes the Subject Directors for the subjects contributing to the combined undergraduate Honours programme on the campus.

Your report in full will be made available to all Combined Honours students.

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 Chief External Examiner, it would be helpful if your final report would draw attention in Section 6 to any significant developments or changes in standards which you observed during your appointment, and include if appropriate any suggestions for modification.

A copy of your final report will be sent to your successor as Chief External Examiner.

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

**1 YOUR ROLE**

*Please include comments on: the sufficiency of the information given concerning your role as Chief External Examiner; the usefulness of relevant documentation received (including award regulations) and the opportunities provided to enable you to discharge your responsibilities including attendance at and involvement in meetings of examiners.*

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**2 CONDUCT OF MEETING**

*Please comment on whether the Progress and Award Board was conducted rigorously and impartially, with the regulations for student progress, failure, and final classification being consistently and correctly applied.*

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**3 STANDARDS**

*Please comment on any issues to which you would wish to draw attention. Please draw attention to any significant indicators relating to overall performance within subjects compared by strand (Major, Main, Minor) or between subjects.*

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

*Based on your experience, please indicate whether you consider that the standards of the awards and of student performance are comparable with those at other institutions. Please include reference to the national qualifications framework.*

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**5 ADMINISTRATION OF THE ASSESSMENT PROCESS**

*Please comment on the procedures followed and the administrative arrangements and their effectiveness.*

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**6 OTHER COMMENTS**

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

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

Signature: Date:

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| Academic Office  Sept 2022 |