**UNIVERSITY OF ABERDEEN**

**EXTERNAL EXAMINERS’ ANNUAL REPORT**

**TAUGHT COURSES AND PROGRAMMES**

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| **EXTERNAL EXAMINER DETAILS:** |
| Name: |  |
| Current job title: |  |
| Home department: |  |
| Home institution: |  |
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| **THIS REPORT IS FOR:** |
| School: |  |
| Discipline: |  |
| Level (UG or PGT): |  |
| Programme/courses examined: |  |
| Sixth Century Course examined (if applicable): |  |
| Session (academic year): |  |

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| **GUIDELINES FOR COMPLETION**Your comments are central to the University’s quality assurance mechanisms. Your Report will be considered by the relevant School and by the Quality Assurance Committee and may be made available to other appropriate University Committees. Reports are made available to staff and students and will be made available to panels for the purposes of internal and external review. Annual Reports are held for up to 6 years but are destroyed thereafter. Please be reminded that the information you give in your Report constitutes recorded information held by the University and it will be published and made available to students via MyAberdeen on an annual basis. **Please ensure that your Report does not include reference to students or staff by name.**An Examiner who has serious concerns about the quality or standards of provision should do so in a separate report to the Principal. |
| **Part A** is a tick box section that asks a series of basic questions about institutional support for you in your role as External Examiner.**Part B** is in open format and seeks your comment and opinion on the academic standards and quality of the course(s) and programme you have examined. (Boxes will expand as you type.)**Please complete a separate Report for each programme you have examined.****Your completed Report(s) should be emailed to the relevant School as soon as possible after completion of examinations – a list of the correct e-mail addresses to be used for each School is listed in the** [**External Examining section**](https://www.abdn.ac.uk/staffnet/teaching/external-examiners-6107.php) **of the University’s ‘**[**Academic Quality Handbook**](https://www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php)**’.** |

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| **PART A** |
| **General Information** | Yes | No | N/A |
| Did you receive sufficient information to allow you to carry out your role as External Examiner (eg marking criteria, course handbook, etc.) |  |  |  |
| **Assessment and Examination Papers** | Yes | No | N/A |
| Are you satisfied that you were consulted adequately on draft assessment and/or examination papers? |  |  |  |
| Are you satisfied that the nature and level of the questions was appropriate? |  |  |  |
| **Review of Work** | Yes | No | N/A |
| Did you receive a sufficient sample of assessments to review? |  |  |  |
| Was the general standard and consistency of marking appropriate? |  |  |  |
| **Examination Meetings** | Yes | No | N/A |
| Were the Examination Meetings that you attended conducted to your satisfaction? |  |  |  |
| **Previous Comments** | Yes | No | N/A |
| Have the issues raised in your previous Report been adequately addressed? |  |  |  |
| **If you have answered ‘No’** to any of the above, please provide comment in the box below: |
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| **PART B** |
| **Academic Standards** |
| Please comment on whether or not the University is **maintaining appropriate academic standards** set for its awards: |
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| Please comment on whether or not the **assessment processes measure student achievement rigorously and fairly** against the intended learning outcomes and are conducted in line with the University’s policies: |
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| Please comment on whether or not the academic standards and achievements of students are **comparable with those in other HEIs** of which you have experience: |
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| **Enhancement of Quality** |
| Please detail any **issues of concern** that you feel should be addressed either at institutional level: |
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| Please detail any **examples of promising practice and innovation** and, where appropriate, recommend any opportunities to enhance the quality of learning opportunities for students: |
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| Please detail any **examples of promising practice and innovation** in relation to **Decolonising the Curriculum and Equality, Diversity and Inclusion**, and where appropriate, recommend any opportunities to enhance the quality of learning opportunities for students:  |
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| **Final Report** |
| If you are coming to the end of your appointment, please provide **a brief overview of your term of office**: |
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| **Signed:** |  | **Date:** |  |
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An electronic signature will be accepted.

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| **PART C** |
| **School Response** |
| School response and action points: |
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| **Signed:****Head of School/delegate:** |  | **Date:** |  |
| **PART D** |
| **Quality Assurance Committee Response** |
| Quality Assurance Committee response and action points: |
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| **Signed:****Quality Assurance Committee:** |  | **Date:** |  |

## Updated – October 2023