EXTERNAL EXAMINERS’ ANNUAL REPORT
TAUGHT PROGRAMMES AND AWARDS

YOUR DETAILS:
Name and address of examiner: 
Job title and home institution: 
Date of your external examiner appointment: From: To: 

THIS REPORT IS FOR:
College: 
School: 
Level: UG/PG (delete as applicable) 
Programme/Discipline examined: 
Sixth Century Course (if applicable): 
Session (academic year): 

Please complete a separate form for each programme you have examined.

Your completed Report should be emailed to extexam@abdn.ac.uk as soon as possible after completion of the examinations.

Please read the guidance at the end of the form before completing.

1. THE SETTING OF THE EXAMINATION
   (a) I was given adequate information on the aims, intended learning outcomes and marking schemes for the programme I was examining, and its place in the University’s system of education. Yes/No 
   (b) I was given the opportunity to approve the question papers. Yes/No/NA 

2. PARTICIPATION IN THE EXAMINATION DIETS
   (c) I saw a sufficient number and range of papers and other assessed work from the whole group of candidates to be able to determine whether the internal marking was appropriate and consistent. Yes/No 
   (d) I saw or was given the opportunity to see the scripts of all borderline candidates. Yes/No 
   (e) The course for which I was examiner included course work/continuous assessment as an element in the final assessment. Yes/No 
   (f) If the answer to (e) is ‘Yes’, was this work available to you? Yes/No 
   (g) I participated in the viva voce/oral examinations. Yes/No/NA 
   (h) If the answer to (g) was yes, were you happy with the way in which the viva voce/oral examinations were conducted? Yes/No/NA 
   (i) I was invited to attend the relevant examiners’ meeting(s). Yes/No 
   (j) I attended the examiners’ meeting(s). Yes/No 
   (k) I was satisfied with the administration of the examinations by the internal examiners, including management of scripts (eg time available for marking). Yes/No 
   (l) I was satisfied with the extent to which I was enabled to participate in the assessment process and to play a part as a full member at the examiners’ meeting. Yes/No 
   (m) Were you consulted about medical or other extenuating circumstances relating to the assessment process? Yes/No/NA 
   (n) Did you have to make decisions about medical or other extenuating circumstances? Yes/No/NA
If the answer to (m) or (n) was yes, were you happy with the way in which the process operated?  

Yes/No

### 3. ACADEMIC STANDARDS

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<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
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<tr>
<td>(p) The facilities and material for any practical and/or clinical examinations were appropriate.</td>
<td>Yes/No/NA</td>
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<tr>
<td>(q) The examination and other assessment procedures were appropriate.</td>
<td>Yes/No</td>
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<td>(r) The marking scheme was appropriate.</td>
<td>Yes/No</td>
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<td>(s) I was satisfied that the final assessment of students was appropriate and in accordance with the established marking scheme.</td>
<td>Yes/No</td>
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<tr>
<td>(t) The standards set for the award and the programme’s constituent courses by reference to published national subject benchmarks, the national qualifications frameworks, the University's programme specifications and other relevant information, are appropriate.</td>
<td>Yes/No</td>
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<tr>
<td>(u) The standards of student performance in the programme and its constituent courses are appropriate and comparable with those of similar programmes or parts of programmes in other UK higher education institutions with which I am familiar.</td>
<td>Yes/No</td>
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<td>(v) The processes for assessment, examination, and the determination of awards are sound and have been fairly conducted.</td>
<td>Yes/No</td>
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<tr>
<td>(w) To the best of my knowledge, the standard of the examination was appropriate and consistent with that of the national university system.</td>
<td>Yes/No</td>
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<td>(x) The design, structure and marking of assessments were appropriate.</td>
<td>Yes/No</td>
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<td>(y) The comments made in my previous report have been considered and acted upon to my satisfaction.</td>
<td>Yes/No/Not known/NA</td>
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### 4. ADDITIONAL INFORMATION

4a. If you were unable to answer any of the above questions in the affirmative please would you provide further information below.

4b. Are there any organisational or administrative practices which you would like to comment on?

### 5. GOOD LEARNING AND TEACHING PRACTICE

5a. Have you identified any courses or programmes in which you would regard aspects of learning and teaching as ‘Good Practice’ (eg modes of assessment, delivery methods)?

Yes/No

5b. If you have answered yes to (a) please name the course(s) or programmes that these refer to and provide details below:

### 6. ANNUAL REPORT

Please provide further comments relating to the current session. Comments on matters other than those covered by the above questions would be welcome.
Your comments are central to the University’s quality assurance mechanisms. Your Report will be considered by the relevant School and College and by the Quality Assurance Committee and may be made available to other appropriate University Committees. Reports are also made available to Panels for the purposes of internal and external review. Following the requirements of the QAA Quality Code, external examiner reports are made available to student representatives through Staff–Student Liaison Committees.

Examiners are reminded that, as the information they give in their reports will constitute recorded information held by the University, it will be open to disclosure if requested by any person under the Freedom of Information (Scotland) Act, subject only to the restricted exemptions available under the Act. In addition, data subjects have the right of access to material under the Data Protection Act 1998. Once an annual report has been considered, and any feedback provided, reports may be held for up to 6 years as part of the evidence base for internal teaching review, but are destroyed thereafter. Examiners will be informed should any requests for disclosure of their Report be received.

Please ensure that your Report does not include reference to individual candidates or staff by name.

7.

**FINAL REPORT**
To be completed only at the end of an external examiner’s term of appointment

The purpose of the final report is to encourage the external examiner to contribute to the review and development of the curriculum.

It would be helpful if external examiners could cover the following areas in their comments, suggesting any appropriate improvements or modifications:

1. Programme or course curriculum, aims, content and development.
2. Teaching methods, as indicated by the work assessed.
3. Teaching and learning standards, as indicated by the work assessed.
4. The comprehensiveness of the assessment in regard to the programme.
5. How does the programme compare with similar ones offered by other institutions? Please provide the basis and rationale for the comparison.
6. Strengths and weaknesses of the student cohort.
7. Any other points.

Signed: ................................................................. Date: ....................................................

Please return to extexam@abdn.ac.uk