

**The University of Edinburgh**

**External Examiner Report  
Postgraduate Taught  
Dissertation Only**

**College of Science & Engineering**

**Name and Address of External Examiner**

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**Postgraduate Programme (s)**

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**On what date were you present in the University to act as External Examiner?**

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**College Office Use**

Date returned by EE.

Date entered on Database:

Date sent to QA Convenor:

Date response sent to EE:

Date copies sent to HoS and QA Rep:

The College Quality Assurance Committee (CQAC) on behalf of the Head of College, monitors that appropriate action has been taken on the External Examiner's comments. CQAC reports annually on External Examiner reports to the Senatus Quality Assurance Committee.

The report form contains two sections in each of which you are requested to provide **narrative responses**. Each section begins with a series of 'tick boxes' which are intended only as prompts of matters on which you may wish to expand.

You are asked to complete the report as soon as possible and preferably within a month of the Final Examiners meeting in October which you were involved, and email it to: [DeanQA.sce@ed.ac.uk](mailto:DeanQA.sce@ed.ac.uk) (preferably in pdf format) or alternatively send it to:

Head of College  
College of Science and Engineering  
The University of Edinburgh  
Weir Building  
The King's Buildings  
Edinburgh  
EH9 3JY

Any additions or amendments you wish to make to this report will also be welcome. Please send additional comments to the above address no later than mid November.

External Examiner's fees are paid annually, normally by end of August after receipt of the first report for Postgraduate examiners. Payments are made into bank accounts and authorisation must be received from College Offices by the Finance Department by the 5<sup>th</sup> of the month for payment to be made by the end of that month. If you have not received payment when expected, please contact the College Registrar at the above address.

The Head of College has responsibility for receiving the document and ensuring appropriate action is taken. The steps of the monitoring process are outlined in the "Office Use" box on the cover. The report will also be seen by the Head of School, or equivalent, for comment. In the interests of openness and accountability, the University's practice is to distribute reports widely to relevant staff. Should you therefore wish to comment in confidence to the Head of College, please do so in a separate letter, making clear that its contents are confidential. Such letters may also be seen by the Director of Quality Assurance, on behalf of the Principal. If, exceptionally, you wish to comment directly to the Director of Academic Standards and Quality Assurance, please write to: Dr Tina Harrison, Assistant Principal for Academic Standards and Quality Assurance, The University of Edinburgh, The Business School, 29 Buccleuch Place, Edinburgh, EH8 9JS.

## 1. Quality and Standards

Were the following aspects of the education provision appropriate quality and standards in relation to comparable institutions of which you have experience?

*Please tick one box for each row*

	Yes	Not Entirely	Cannot Comment
Range of Projects Available			
Relevance of Projects (Professional or Industrial)			
Internal marking			
Profile of awards (distinction/pass/fail)			
Overall standard of assessment			

Please comment on the quality and standards of the educational provision. If you answered “not entirely” above, what improvements would you suggest?

## 2. Administration

**Was the administration of the assessment process effective?**

*Please tick one box for each row?*

	Yes	No
Time available for those marking		
Operation of the Board of Examiners		
Quality of Data presented to the Board of Examiners		
Handling of Special Circumstances, e.g. medical, at the Examiners Meeting		
Other, please specify		

**Please comment on the administration of the assessment process.  
If you answered “no” above, what improvements would you suggest?**

### 3. Assessment Criteria

**Were the marking criteria sufficiently clear to you ?**

*Please tick one box*

**Were the marking criteria appropriate to the assessment aims?**

*Please tick one box*

**Were the marking criteria consistently applied by markers?**

*Please tick one box*

Yes	Not Entirely

**Please comment generally on the marking criteria.**

**If you answered “not entirely” above, what improvements would you suggest?**

#### 4. General Comments

The University would welcome your views on any relevant issues that you would like to address. You are not expected to cover all issues in each report. Fuller remarks in the final year of your appointment would be appreciated. In particular, you are invited to comment on:

- The comparability of standards with other institutions;
- The extent to which the degrees and courses examined meet their stated aims and objectives;
- Whether the standards set are appropriate for the awards, or award elements, be reference to published national subject benchmarks, the national qualifications frameworks, institutional programme specifications and other relevant information;
- Whether the assessment process ensured equity of treatment of students;
- Any case of innovative or particularly good practice which you wish to highlight from any aspect of the provision covered above, e.g. structure of the dissertation professional or industrial relevance of projects.

*Please feel free to use additional sheets.*

**Thank you for completing this form**

Please email it to [DeanQA.sce@ed.ac.uk](mailto:DeanQA.sce@ed.ac.uk) or alternatively send to the Head of College of Science & Engineering at the address on page 2