

The University of Edinburgh
External Examiner Report
(including postgraduate diploma and assessed coursework)

College of Science & Engineering

Name and Address of External Examiner

Undergraduate/Postgraduate Programme

Course(s) examiner: (Undergraduate only)

On what dates where you present in the University to act as External Examiner?

COLLEGE OFFICE USE

Date returned by EE:

Date entered on database:

Date given to QA Convenor:

Date response sent to EE :

Date copies to HoS & 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 six 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 primary (usually June for undergraduates and taught postgraduate Diploma exams and assessed coursework) Examiners' Meeting in which you were involved, and email it to: 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 after the re-sit examination period will also be welcome. Please send additional comments/dissertation reports to the above address no later than mid-October, following the examinations.

External Examiner's fees are paid annually, normally by end of August, after receipt of your completed report. Payments are made into bank accounts and authorisation must be received from College Offices by the Finance Department by the 5th 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

Please return this form by email or to Head of College of Science and Engineering, preferably by 31 July after the main diet of examinations, additional comments by 30 September after the resit diet.

1. Adequacy of information

Was the information provided adequate for the purpose of external examining? (please tick one box for each row).

	Yes	Not Entirely	Not Provided
Course handbook documentation for students			
*† Degree programme syllabus and specifications			
*course descriptions or specifications			
* Aims, objectives, outcomes			
* Description of assessment processes			
Availability of exam papers			

* if not fully covered by the handbook documentation.

† Not normally provided to externals of Service Courses for other departments

Please comment generally on the information you received. If you answered "Not entirely" above, what improvements would you suggest?

2. Types of Assessment

Were the following aspects of assessment appropriate to the course and programme aims? (please tick one box for each row).

	Yes	Not Entirely	Not Provided
Degree Examinations			
Class Examinations			
Assessed coursework, e.g. essays, practicals, presentations			
Dissertations and projects			
Placements and Fieldwork			
Oral Examinations			
Overall mix of assessment types			

Please comment generally on the types, mix and weighting of assessments. If you answered "Not entirely" in question 2, what improvements would you suggest?

3. Assessment Criteria (please tick one box)

Were the Marking Criteria sufficiently clear to you ?

Were the marking criteria appropriate to the assessment aims?

Were the marking criteria consistently applied by markers?

Yes	Not Entirely

**Please comment generally on the marking criteria.
If you answered “Not entirely” in question 2, what improvements would you suggest?**

4. Quality and Standards

Were the following aspects of the educational provision of appropriate quality and standards in relation to comparable institutions of which you have experience (please tick one box for each row).

	Yes	Not Entirely	Not Provided
Course aims			
Course Structure and content in relation to the aims			
† Degree programme structure			
Teaching Methods			
Students' work in relation to their level of study			
† Opportunities for students to develop communication and other transferable skills.			
Internal marking			
Profile of degree classification or grades			
Mechanisms for course monitoring and review			
*Project Work/Dissertation appropriate to course.			

* undergraduate courses only – postgraduate courses refer to form QA.EE.3b
 † For service courses, this may not require response, being covered by other Examiners.

Please comment generally on the quality and standards of the educational provision. If you answered "Not entirely" above, what improvements would you suggest?

5. Administration (please tick one box)

	Yes	Not Entirely
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 "Not entirely" in question 2, what improvements would you suggest?**

6a. General Comments Years 1 & 2 (if applicable)

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 compatibility 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, by 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 for students;

The whole programme of study from first year to graduation, if appropriate;

Any cases of innovative or particularly good practice which you wish to highlight from any aspect of the provision covered above, i.e. information received, types of assessment, assessment criteria, administration or quality and standards.

Please feel free to attach additional sheets

6b. General Comments Years 3, 4 and Masters (including UG Year 5 and MSc)

Please feel free to attach additional sheets

Thank you for completing this form.

Please return it to the Head of College of Science and Engineering at the address on page 2