

**PLEASE NOTE THIS IS A TEMPLATE FOR REVIEW PURPOSES ONLY**

**ONLINE FORM(S) TO BE COMPLETED:**

Undergraduate: <https://forms.office.com/r/cAvVkrq9Sb>

Postgraduate: <https://forms.office.com/r/QEweurVUQ1>

Undergraduate forms for 2022-23 should be submitted by 30 June 2023.

Postgraduate forms for 2022-23 should be submitted by 30 November 2023.

*Please note that external examiners in their final year of appointment should also submit a [final report](#).*

Queries may be directed to [externalexaminers@qub.ac.uk](mailto:externalexaminers@qub.ac.uk)

**Section 1: External Examiner Information**

<b>Title:</b>	
<b>Forename:</b>	
<b>Surname:</b>	
<b>Position/Job Title:</b>	
<b>Organisation:</b>	
<b>Email address:</b>	
<b>Please select the School you are External Examiner for:</b>	
<b>Please provide the Subject(s) you are External Examiner for:</b>	
<b>Are you a Programme Examiner?</b>	<i>If Yes please complete Sections 2, 3 and 4 If No please complete Sections 3 and 4</i>
<b>Please provide the Programme(s) you are External Examiner for:</b>	

**Section 2: Programme Quality (Programme External Examiners Only)**

Please use this section to provide Programme level feedback.

This section will be followed by a Subject Section where you should provide feedback at modular level.

**For the programme(s) which you reviewed, please indicate whether you were completely satisfied with the following:**

The final marks and/or degree classifications awarded?	
The comparability of degree standards with those of other institutions?	
The conduct of the Board of Examiners meeting?	
The opportunities for discussion with staff?	
The educational aims of the programme(s)?	
The learning outcomes for the programme(s)?	
The content of the programme(s)?	
The coherence of the programme(s)?	
The structure of the programme(s)?	
The assessment schedule for the programme(s)?	
The alignment between the learning outcomes and the assessment schedule?	

**Recommendations to the Programme Co-ordinator(s) (Programme Level):**

- (i) If you have responded "No" to any element of the previous question, please comment below.
- (ii) If you have any additional recommendations, please provide these below.
- (iii) You will receive a response from the School to any recommendation(s) which you make.
- (iv) If you have no recommendations, please enter N/A

**Exemplary Practice (Programme Level):**

If you have identified any exemplary practice which should be shared with the wider University, please comment below. Please enter N/A if appropriate.

### Section 3: Subject Standards

For the module(s) which you moderated, please indicate whether you were completely satisfied with the following:

The quality of the module information provided by the School?	
The relevance of the module information provided by the School?	
The module learning outcomes?	
The arrangements for approving draft examinations?	
The arrangements for approving other written assessments?	
The arrangements for approving non-written/practical assessments?	
The arrangements for accessing placements/professional experience?	
The alignment between the module assessments and learning outcomes?	
The conduct of the Board of Examiners meeting?	
The standards applied at the threshold/'pass' mark?	
The standards applied beyond the threshold?	
The consistency of standards over time?	
The standards in comparison to other institutions?	
The fairness of the assessment system?	
The equitable operation of the assessment system?	
The fairness of the moderation system?	
The effectiveness of the moderation system?	
The compliance of the assessment system with the University regulations?	
The School's response to your previous recommendations?	

#### Recommendations to the Module Co-ordinator(s):

- (i) If you have responded "No" to any element of the previous question, please comment below.
- (ii) If you have any additional recommendations, please provide these below.
- (iii) You will receive a response from the School to any recommendation(s) which you make.
- (iv) If you have no recommendations, please enter N/A

#### Exemplary Practice (Subject Level):

If you have identified any exemplary practice which should be shared with the wider University, please comment below. Please enter N/A if appropriate.

### Section 4: Further Comments

Please use this section to provide any further comments which you wish to make.

If you have no further comments, please enter 'N/A'.

#### Do you have any comments which require consideration by the University Education Committee?

These could include, for example, comments on University regulations, policies or procedures, or any serious concerns about academic standards and/or programme quality.

You may, if you prefer, submit a confidential report to [externalexaminers@qub.ac.uk](mailto:externalexaminers@qub.ac.uk). A confidential report will not be shared with the School unless you provide permission. You should continue to complete a standard report as far as possible.

#### Recommendations to the University:

If you provide a recommendation in this section, you will receive a response from the University Education Committee. Please note that the Committee may delegate your recommendation to School or Faculty level if it deems this appropriate.

#### By submitting this form, I confirm that:

I have undertaken the duties of an external examiner as outlined in the Code of Practice on Exams and Assessment	
I have complied with data protection legislation throughout the process, and have not named individual staff or students in this report	
I am content for my report to be shared with staff and students of Queen's University Belfast	