

# Risk Based External Examining

## 2024-25 External Examiner Report Form

Please note that from the academic year 2024–25, the University requires external examiners to submit **only one quality assurance report** per academic year, covering all subjects and programmes they examine.

- If you are an external examiner for undergraduate programmes **only**, report for 2024-25 should be submitted by **30 June 2025**.
- If you are an external examiner for postgraduate taught programmes **only**, your report for 2024-25 should be submitted by **28 November 2025**.
- If you are an external examiner for both undergraduate and postgraduate programmes, you should submit a **single report** covering the undergraduate and postgraduate provision you are responsible for. This report should be submitted by **28 November 2025**.

**Please ensure that individual staff or students are not named in the report.**

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.

***This report requires your feedback on key programme areas to inform comprehensive quality assurance processes. More general feedback can be shared with School colleagues during critical friend discussions to inform programme enhancement.***

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

### **External Examiner Information**

1. Title \*

i.e. Professor, Dr, Ms, Mr etc.

2. Forename \*

3. Surname \*

4. Position/Job Title \*

5. Organisation \*

6. Email address \*

7. What Faculty are you an External Examiner for \*

- ☐ Arts, Humanities and Social Sciences (including St Mary's University College, Stranmillis University College and INTO)
- ☐ Engineering and Physical Sciences
- ☐ Medicine, Health and Life Sciences
- ☐ Other (QMA)

8. Please select the School / area you are External Examiner for (AHSS) \*

- ☐ Access AHSS
- ☐ School of Arts, English and Languages
- ☐ School of History, Anthropology, Philosophy and Politics
- ☐ INTO Queen's
- ☐ School of Law
- ☐ Queen's Business School
- ☐ School of Social Sciences, Education and Social Work
- ☐ St Mary's University College
- ☐ Stranmillis University College
- ☐ Institute of Professional Legal Studies

9. Please select the School / area you are External Examiner for (EPS) \*

- ☐ Access EPS/MHLS
- ☐ School of Chemistry and Chemical Engineering
- ☐ School of Electronics, Electrical Engineering and Computer Science
- ☐ School of Mathematics and Physics
- ☐ School of Mechanical and Aerospace Engineering
- ☐ School of Natural and Built Environment
- ☐ School of Psychology

10. Please select the School / area you are External Examiner for (MHLS) \*

- ☐ School of Biological Sciences
- ☐ School of Nursing and Midwifery
- ☐ School of Pharmacy
- ☐ School of Medicine, Dentistry and Biomedical Sciences

11. Please select the School / area you are External Examiner for (QMA) \*

- ☐ QMA

12. Please select the area you are External Examiner for \*

- ☐ Medicine
- ☐ Dentistry
- ☐ Biomedical Sciences

13. Please select the area you are External Examiner for \*

- ☐ Archaeology and Palaeoecology
- ☐ Architecture
- ☐ Civil and Structural Engineering
- ☐ Geography
- ☐ Planning

14. Please select the Architecture programme(s) you are responsible for: \*

- ☐ BSc Architecture
- ☐ MArch
- ☐ PG Certificate

15. I am content that the programme content is in accordance with ARB/RIBA criteria and standards, and all students who received the Part 1 (BSc) award have met and passed all of the ARB / RIBA Criteria at the relevant level. \*

☐ Confirm

16. I am content that the programme content is in accordance with ARB/RIBA criteria and standards, and all students who received the Part 2 (MArch) award have met and passed all of the ARB / RIBA Criteria at the relevant level. \*

☐ Confirm

17. I am content that the programme content is in accordance with ARB/RIBA criteria and standards, and all students who received the Part 3 (PG Cert) award have met and passed all of the ARB / RIBA Criteria at the relevant level. \*

☐ Confirm

18. Please provide the Programme(s) you are External Examiner for: \*

If you are unsure, please refer to your appointment letter.

19. Please select the level of study this report is in relation to: \*

- ☐ UG
- ☐ PGT

## **Maintaining Standards and Assuring Quality**

For the programme(s) which you reviewed, please complete the below questions, providing as much detail as possible.

**Reflecting on the programme content reviewed, were you satisfied with**

20.

- The programme structure
- Programme coherence
- The educational aims and learning outcomes of the programme
- The alignment of the programme to external frameworks
- The alignment of the programme to sector standards and subject benchmarks

\*

☐ Yes

☐ No

21. Please share any further comments below.

**Please do not name individual staff or students. \***

## **Maintaining Standards and Assuring Quality**

For the programme(s) which you reviewed, please complete the below questions, providing as much detail as possible.

**Reflecting the programme assessment reviewed, were you satisfied with**

22.

- The assessment schedule
- The alignment of the assessments against programme learning outcomes
- The assessment process rigorously and fairly measuring student achievement against the intended outcomes of the course(s)

\*

☐ Yes

☐ No

23. Please share any further comments below.

**Please do not name individual staff or students. \***

## **Maintaining Standards and Assuring Quality**

For the programme(s) which you reviewed, please complete the below questions, providing as much detail as possible.

**Reflecting on the marks/degree classifications being awarded, were you satisfied with**

24.

- The standards applied
- The consistency of standards over time
- The comparability of degree standards with those of other institutions
- Degree standards alignment to the Frameworks for Higher Education Qualifications

\*

☐ Yes

☐ No

25. Please share any further comments below.

**Please do not name individual staff or students. \***

## **Maintaining Standards and Assuring Quality**

For the programme(s) which you reviewed, please complete the below questions, providing as much detail as possible.

**Reflecting on the module(s) in which you sampled student work, were you satisfied with**

26.

- The equitable operation of the assessment system
- The effectiveness of the moderation system
- The compliance of the assessment system with the University regulations
- Assessment standards

\*

☐ Yes

☐ No

27. Please share any further comments below.

**Please do not name individual staff or students. \***



## **Recommendations to the University**

28. Do you have any comments which require consideration by the University Education Committee? \*

☐ Yes

☐ No

29. Please share any recommendations for the University below. Please indicate if you would like a University response to these recommendations.

Please note that the Committee will only respond to concerns that cannot be addressed by the School and your recommendation may be delegated to School or Faculty level for a response, if appropriate.

If you have no recommendations, please enter N/A.

**Please do not name individual staff or students. \***

## **General Feedback**

30. Are you satisfied that the School/University has acted on your previous recommendations? \*

☐ Yes

☐ No

31. Please provide further information below \*

32. Based on the information provided to you, was sufficient evidence received in a suitable timeframe to enable the role to be fulfilled? \*

☐ Yes

☐ No

33. Please provide further information below \*

## **Final Report**

34. Are you in the final year of your appointment? \*

☐ Yes

☐ No

35. Please give an overview of your term of office below. Please comment on:

- Developments which have taken place in the School and/or subject area over the period of your appointment.
- The manner in which the School has engaged with your recommendations.
- Any ongoing concerns which you may have.

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