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| **External Examiner’s Annual Report** |  |

***This form should be completed and returned at the end of each academic session. Receipt of the completed report will activate the payment process.***

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| **Academic Session** |  | **Division in which Examiner** | |  | | |
| **N****ame of Examiner**  *(please print)* |  | | | | | |
| **Year of Appointment  of Examiner** *(please )* | 1 | | 2 | | 3 | 4 |
| **Subject/ Course Title** |  | | | | | |

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| **Section One - Overview** | |
| 1.1 | Please identify up to three areas of good practice for commendation. |
| 1.2 | Please identify up to three areas for enhancement. |

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| **Section Two – Academic Standards and Assessment** | | | |
| 2.1 | Are the standards set for the awards appropriate for qualifications at this level, in this subject? | Yes | No |
| Please comment below, particularly if you have answered ‘no’. | | |
| 2.2 | Were the processes for assessment, examination and the determination of awards sound and fairly conducted and in line with University regulations? | Yes | No |
| Please comment below, particularly if you have answered ‘no’. |  |  |
| 2.3 | Are the standards of student performance comparable with similar programmes and subjects in other UK institutions with which you are familiar? | Yes | No |
| Please comment below, particularly if you have answered ‘no’. |  |  |
| 2.4 | Did you agree with and sign all the recommendations made for awards? | Yes | No |
| Please comment below, particularly if you have answered ‘no’. | | |

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| **Section Three – Further Comments** | | | |
| 3.1 | Have issues raised in previous report(s) been, or are they being, addressed to your satisfaction? | Yes | No |
| Please comment below, particularly if you have answered ‘no’. | | |
| 3.2 | Are there any issues you are required to comment upon by a relevant professional body? | Yes | No |
| If you have stated ‘yes’ please comment below. | | |
| 3.3 | Nursing and Midwifery, Social Work and ITE Courses/Programmes:  Please comment on the arrangements for practice assessment/placement and your scrutiny of it. | | |
| 3.4 | Other comments:  Are there any further comments you wish to make that you consider appropriate? | | |
| 3.5 | If you are in your final year as an external examiner at the University of Stirling please give an overview of your term of office. | | |

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| **Section Four – Adequacy of Information** | | | | |
|  | | ***Yes*** | ***No*** | ***N/A*** |
| **Programme materials**  Did you receive: | |  |  |  |
| a | Programme handbook(s)? |  |  |  |
| b | Programme regulations (may be in programme handbook)? |  |  |  |
| c | Module descriptions (may be in programme handbook)? |  |  |  |
| d | Assessment briefs/marking criteria? |  |  |  |
| If you have stated ‘no’ to any of the above, please comment below. | | | | |
| **Draft examination papers** | |  |  |  |
| a | (i) Did you receive all the draft papers?  (ii) If not was this at your request? |  |  |  |
| b | Was the nature and level of questions appropriate? |  |  |  |
| c | Were suitable arrangements made to consider your comments? |  |  |  |
| If you have stated ‘no’ to any of the above, please comment below. | | | | |
| **Marking examination scripts** | |  |  |  |
| a | (i) Did you receive a sufficient number of scripts across a range of marks?  (ii) If not, was the method of selection satisfactory? |  |  |  |
| b | Was the general standard and consistency of marking appropriate? |  |  |  |
| c | Were the scripts annotated in such a way as to enable you to see the reasons for the award of given marks? |  |  |  |
| If you have stated ‘no’ to any of the above, please comment below. | | | | |
| **Dissertations/project reports** | |  |  |  |
| a | Was the choice of subjects for dissertations appropriate? |  |  |  |
| b | Was the method and standard of assessment appropriate? |  |  |  |
| If you have stated ‘no’ to any of the above, please comment below. | | | | |
| **Coursework/continuously assessed work** | |  |  |  |
| a | Was sufficient coursework made available to you for assessment? |  |  |  |
| b | Was the method and general standard of marking and consistency satisfactory? |  |  |  |
| If you have stated ‘no’ to any of the above, please comment below. | | | | |
| **Orals/appropriate professional placements** | | | | |
| a | Were suitable arrangements made for you to conduct orals and/or moderate appropriate professional placements? |  |  |  |
| If you have stated ‘no’ to the above, please comment below. | | | | |
| **Final examiners’ meeting** | | | | |
| a | Were you able to attend the meeting? |  |  |  |
| b | Was the meeting conducted to your satisfaction? |  |  |  |
| c | Were you satisfied with the recommendations of the Board of Examiners? |  |  |  |
| If you have stated ‘no’ to any of the above, please comment below. | | | | |

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| **Signature:** | **Date:** |

***Thank you for your assistance in completing this report.***

***The form should be e-mailed to*** [externalexaminers@stir.ac.uk](mailto:externalexaminers@stir.ac.uk)