**You can complete the** [**ONLINE VERSION**](https://docs.google.com/forms/d/e/1FAIpQLSensqrmRrIWBXAOnfaM4kJkqaHDVEP5Bu26L4rwlXEnFxHBDA/viewform?usp=sf_link) **of this form instead.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXTERNAL EXAMINER’S REPORT 2020/21** | | | | | | |
| **Date** |  | | | | | |
| **Programme Details** | Programme Reference |  | | | | |
| Award Title |  | | | | |
| Area of Specialisation (ISCED Code) |  | | | | |
| Main Modes of Delivery |  | | | | |
| Stage (1,2,3,4,…, or Award Stage) |  | | | | |
| **Classification Distribution and Trend** |  | Current Year | Previous Year | Previous Year | Previous Year | Previous Year |
| % H1/D |  |  |  |  |  |
| % H21/M1 |  |  |  |  |  |
| % H22/M2 |  |  |  |  |  |
| % P |  |  |  |  |  |
| **Completion Rate Data** | Number who started the programme |  | | | | |
| Number who started the stage |  | | | | |
| Number who completed the stage (i.e. attempted final stage examinations) |  | | | | |
| **External Examiner Details** | Name |  | | | | |
| Main Employment |  | | | | |
| Email Address |  | | | | |
| Other Contact Details |  | | | | |
| Please consult *Effective Practice Guidelines for External Examining Revised 2015* and *Assessment and Standards Revised 2013* for more detailed information concerning expectations. If you require further guidance on completing the report please contact the Examinations Office, via the following email address: | | | | | | |

**SECTION 2: ACADEMIC STANDARDS AND ASSESSMENT**

**2.1**

**Are the standards set for the awards in accordance with those set out by Quality & Qualifications Ireland for the Programme?**

**[Yes/No]** *(please delete the response which does not apply)*

If you have stated ‘NO’, please comment below.

**2.2**

**Are the academic standards comparable with those in other Irish Higher Education institutions with which you are familiar?**

**[Yes/No]** *(please delete the response which does not apply)*

If you have stated ‘NO’, please comment below.

**2.3**

**Are the achievements of students comparable with those in other Irish Higher Education institutions with which you are familiar?**

**[Yes/No]** *(please delete the response which does not apply)*

If you have stated ‘NO’, please comment below.

**2.4**

**Does the assessment process measure student achievement rigorously and fairly against the intended outcomes of the programme and is it conducted in line with DBS policies and regulations?**

**[Yes/No]** *(please delete the response which does not apply)*

If you have stated ‘NO’, please comment below.

**2.5**

**Please provide any comments in relation to examples of good practice and innovation relating to learning, teaching and assessment seen in the last year.**

Please comment here.

**2.6**

**Please provide any comments/recommendations on opportunities to enhance the quality of the learning opportunities provided to students.**

Please comment here.

**2.7**

**Please provide any comments on the effectiveness of the assessment strategy and suggest any scope for improvement.**

Please comment here.

**2.8**

**Please comment on the operation of the Assessment Board(s), including proper conduct of the Board, the equitable treatment of students and the availability of relevant information.**

Please comment here.

**SECTION 3: INSTITUTIONAL ISSUES**

*Please list any serious issues that you would wish to bring to the attention of senior management of DBS. Such issues may arise where due processes have not been followed. It is envisaged that this section will only be completed in exceptional circumstances.*

Please comment here.

**SECTION 4: FOR EXAMINERS OF PROFESSIONALLY-VALIDATED PROGRAMMES**

*Within the context of the professional body and professional practice requirements, for relevant programmes, please comment on the management of assessment and quality within this provision.*

Please comment here.

**SECTION 5: RESPONSE TO PREVIOUS REPORT**

*Please confirm that you received an appropriate response to any issues / actions raised in your report from the previous year.*

*Please comment on progress on recommendations raised in your report from previous years.*

Please comment here.

**SECTION 6: FOR EXAMINERS COMPLETING THEIR TERM OF OFFICE**

*Please make any further comments relating to your experience as an External Examiner for DBS.*

Please comment here.

**SECTION7: PROVISION OF INFORMATION & SUPPORT**

**7.1**

**Please confirm that sufficient evidence was received to enable the role to be fulfilled by completing the checklist below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **External Examiners’ report checklist** | **Yes** | **No** | | **N/A** |
| **Programme materials**  Did you receive: | | | | |
| a. Programme guide(s)? |  | |  |  |
| b. Module guide(s)? |  | |  |  |
| c. Assessment briefs/marking criteria? |  | |  |  |
| **Draft examination papers** | | | | |
| a. (i) Did you receive the draft papers? |  | |  |  |
| (ii) If not, was this at your request? |  | |  |  |
| b. (i) Were the nature and level of the questions appropriate? |  | |  |  |
| (ii) If not, were suitable arrangements made to consider your comments about this? |  | |  |  |
| c. Were suitable arrangements made to consider other comments? |  | |  |  |
| **Marking examination scripts** | | | | |
| a. (i) Did you receive a sufficient number of scripts? (Internal moderation guidance suggests 10% or 10) |  | |  |  |
| b. Was the method of selection satisfactory? |  | |  |  |
| b. Was the general standard and consistency of marking appropriate? |  | |  |  |
| c. Were the scripts marked in such a way as to enable you to see the reasons for the award of marks given? |  | |  |  |
| **Dissertations/project reports** | | | | |
| a. Was the choice of subjects appropriate? |  | |  |  |
| b. Was the method and standard of assessment appropriate? |  | |  |  |
| **Coursework/continuously assessed work** | | | | |
| a. Was sufficient coursework made available to you for moderation? |  | |  |  |
| b. Was the method and general standard of marking and consistency of marking satisfactory? |  | |  |  |
| **Orals/performances/recitals/appropriate professional placements** | | | | |
| a. Were suitable arrangements made for you to conduct and/or moderate performances/recitals/appropriate professional placements? |  | |  |  |
| **Assessment Board** | | | | |
| a. Were you able to attend the Exam Board? |  | |  |  |
| b. Was the meeting conducted to your satisfaction? |  | |  |  |
| c. Was the meeting conducted in line with DBS regulations? |  | |  |  |
| d. Were you satisfied with the recommendations of the Board? |  | |  |  |

|  |
| --- |
| **If the answer to any of the above questions is ‘No’, please provide comments below:** |
|  |

**7.2**

**Have you been given the opportunity to meet with students?**

Please comment here.

**7.3**

**For External Examiners in the *first year* of their term of office ONLY:**

**Please confirm that you received appropriate information on assessment/external examining procedures and practices, and assessment regulations from DBS on appointment.**

**[Yes/No]** *(Please delete the response which does not apply)*

**7.4**

**For External Examiners who have been *mentored* during the last year ONLY:**

**Please confirm that the mentoring arrangements for your first year have been appropriate, and that you have felt supported in your role.**

Please comment here.

**SECTION 8:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for completing this report**

**Date report received by the Examinations Office:**

**Date report received by the School (to be inserted by Head of faculty and School Operations):**