EXTERNAL EXAMINERS' REPORT CHECKLIST

	Y	N	N/A

1. Programme materials:

(a) Did you receive the:

    (i) Programme Structure/Catalogue? ☐ ☐ ☐

    (ii) Module Specification Sheets/Module Catalogues? ☐ ☐ ☐

    (iii) Assessment/Marking Criteria? ☐ ☐ ☐

(b) Did you consult the UoM Regulations? ☐ ☐ ☐

2. Draft examination papers prior to examinations:

(a) Did you receive all the draft examination papers and model answers? ☐ ☐ ☐

(b) Did you have enough time to review the draft examination papers and model answers? ☐ ☐ ☐

(c) Did examiners address your recommendations concerning draft exam papers and model answers?

    ☐ ☐ ☐

3. Marking of examination scripts:

(a) (i) Did you receive all the examination scripts? ☐ ☐ ☐

    (ii) If you did not receive all the scripts, was the method of selection satisfactory? ☐ ☐ ☐

(b) Did you have access to papers from lower levels? ☐ ☐ ☐

4. Dissertations/Projects

(a) Did you receive all the dissertations? ☐ ☐ ☐

(b) If you did not receive all the dissertations, was the method of selection appropriate? ☐ ☐ ☐

5. Continuous assessment:

(a) Did you have access to **all** coursework assessment? ☐ ☐ ☐

(b) Were **all** documents requested made available to you? ☐ ☐ ☐

6. Viva voce/**Oral & Poster Presentation/Performance:**

(a) Were any arrangements made for you to conduct the *Viva voce*/Oral & Poster Presentations? ☐ ☐ ☐

(b) Were the *Viva voce*/Oral & Poster Presentations conducted to your satisfaction? ☐ ☐ ☐

7. Programme Design/review:

Have you been involved in the Design/ Review of Programme (s) for the Department

during your tenure as External Examiner? ☐ ☐ ☐

8. Meetings/Organised Talks:

(a) Have you been officially convened to the Board of Examiners' meeting? ☐ ☐ ☐

(b) Were all issues dealt with appropriately at the Board of Examiners' meeting? ☐ ☐ ☐

(c) Did you give any talk during your visit? ☐ ☐ ☐

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