EXTERNAL EXAMINERS’ REPORT CHECKLIST

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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