Trinity College Dublin, the University of Dublin values External Examiners and the contribution they make to the quality assurance of teaching and learning, the maintenance of academic standards and the benchmarking of Trinity programmes of education and research against those of other universities in Ireland and internationally.

The quality assurance of teaching and learning is a requirement under the Quality & Qualifications Act 2012 and the Standard and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

External Examiners are asked to complete the External Examiner Annual Reports with their following use in mind:

i. they will be used by programmes and schools to inform internal quality assurance activities;
ii. they are provided in documentation to External Reviewers conducting quality reviews of programmes and schools;
iii. they and the External Examining process itself form part of the demonstration of institutional quality assurance and enhancement to external stakeholders such as Quality & Qualifications Ireland and the European Association for Quality Assurance in Higher Education (ENQA)

Trinity requests the cooperation of external examiners by asking that:

i. all sections, as appropriate, of the report template are completed and returned within eight weeks of completion of duties for the external examining period.
ii. any recommendations for improvement at programme, course or module level discussed and agreed at the Courts of Examiners are documented in the annual report.

Undergraduate External Examiner Reports are to be submitted to the Office of the Dean of Undergraduate Studies /Senior Lecturer mailbox at Senior.Lecturer@tcd.ie

Postgraduate Taught and Research External Examiner Reports are to be submitted to the Office of the Dean of Graduate Studies mailbox at deanssec@tcd.ie

Any feedback on the template can be forwarded to the Quality Officer at Quality.Officer@tcd.ie

External Examiner electronic signature

Date of submission

External examiner email address

**Section A: External Examiner Arrangements**

**A1:** Did you receive all the necessary information on the aims, objectives and structure of the programme/course?  
*These would generally be provided in the Course or Programme Handbook and include module descriptors and learning outcomes; marking schemes and examination conventions; criteria for the award of Gold Medals (UG only)*

Yes □  No □

**A2.1:** Where written examinations form a component of the assessment, did you receive the draft examination papers?

Yes □  No □  Not applicable □

**A2.2:** Where you made recommendations on draft examination papers, were these acted upon?

Yes □  No □  Not applicable □

**A3:** Did you have access to all scripts and assessment work that you wished to see?

Yes □  No □

**A4:** Where the conduct or moderation of oral examinations, performances/recitals forms part of the programme/course or module you were examining, were suitable arrangements made to facilitate your attendance?

Yes □  No □  Not applicable □

**A5:** Was the Court of Examiners’ meeting conducted to your satisfaction?

Yes □  No □ if no, please comment

**Comment:**
A6: Did you seek the opportunity to speak to students or to review feedback provided by students on the programme/course/module that you are examining?

Yes □  No □

Section A: Additional comments on External Examiner Arrangements (optional)

Section B: Curriculum Design, Assessment, Standards

B1: Your comment is sought on the curriculum design and content including strengths, weaknesses and/or opportunities for further development/improvement.

[Coherence and content of the curriculum as compared to similar programmes/courses elsewhere; extent to which programme/module learning outcomes addressed skills and competencies as well as knowledge]

B2: Your comment is sought on the assessment tools used and may include strengths, weaknesses and/or opportunities for further development/improvement.

[Standard and scope of questions/problems set in examination papers and formative assessment; appropriateness of assessment methodology to achievement of learning outcomes, balance of formative and summative assessment]

B3: Your comment is sought on the quality and standard of marking and feedback and may include strengths, weaknesses and/or opportunities for further development/improvement.

[Standard and appropriateness of marking criteria used; consistency of marking; clarity and transparency of the marking scheme and internal examiners’ comments; quality of feedback to students]
B4: Your comment is sought on the **assessment of dissertations/projects** and may include strengths, weaknesses and/or opportunities for further development/ improvement. 

(Appropriateness of choice of subjects; marking scheme and criteria; quality of submitted work; appropriateness of the assessment methodology).

B5: Your comment is sought on the **standards of the programme/course/module and performance of students** and may include strengths, weaknesses and/or opportunities for further development/ improvement.

(Academic standards and achievements of students i.e. (i) quality of candidates, pass rates; (ii) compared to other higher education institutions, of which you have had experience; (iii) if applicable, compared with previous years).

B6: Where the mode of delivery is **wholly online**, your assessment of the online learning environment is requested in terms of i. ease of access ii. ease of navigation iii. optimisation of teaching, learning and assessment via the web including opportunities for social interaction and collaboration with peers.

B7: Your comment is sought on any other specific aspect of the programme/course/module(s) that you wish to highlight as an example of good practice or that you would like to see disseminated more widely.
Section C: Feedback/Quality Assurance

C1: Your feedback is sought on whether your recommendations from previous years have been implemented and if you received communication that they have been addressed.

C2: If applicable, please provide feedback on the resourcing of the programme/course/modules.

Section D: Collaborative or Transnational Provision (if applicable)

D1: If collaborative and transnational arrangements are applicable to the programme/course/module you are examining, please comment on the assessment and the achievement of students in different sites.

Section E: Final Report (for year 3 (final year) or year 4 (extended year) of External Examiner Term)

E1: You are invited to provide your overall observations on the programme/course/module(s) you have examined in this term of appointment.
E2: Additional Comments on your experience as an External Examiner in Trinity College:

For Office use only

Date received by Senior Lecturer/Dean of Graduate Studies: ..../..../20....

Date reviewed: ..../..../20....

Reviewer comments including actions required by School in response to External Examiner recommendations:

Reviewer signature:

Date disseminated to School: ..../....../2016