**ANNUAL EXTERNAL EXAMINER REPORT**

**Course details:**

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| Academic Year examined |  |
| Programme/Course/ Strand being examined (in full) |  |
| Module or Subject title/code (in full) |  |
| Course levels examined (UG or PGT) | Choose an item. |
| Specify years | 1st  2nd  3rd  4th  5th  PGT |
| Mode of delivery (Face to Face or Online) | Choose an item. |

**Extern details**

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| Name |  |
| Home University/Institution |  |
| Year Appointed |  |
| Year of current term (Yr1, Yr2, Yr3, Extended Yr4) | Choose an item. |
| Date(s) of Visit |  |

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]*

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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*]

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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]*

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B4: Your comment is sought on the **assessment** **of UG Capstone Projects/PG dissertations** and may include strengths, weaknesses and/or opportunities for further development/ improvement.

[*Appropriateness of choice of research topics; marking scheme and criteria; quality of submitted work; appropriateness of the assessment methodology, opportunities to attain the graduate attributes*].

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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*].

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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.

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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 e.g. curriculum resources.

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Section B. Additional comments on Curriculum Design, Assessment and Standards *(optional)*

**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.

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

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**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.

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**Section E: European Data Protection Regulation (applicable to all External Examiners EU/Non-EU)**

External Examiners are asked to confirm in respect of documentation/files received from College that do not retain documents for longer than the period required for their external examining duties and have taken one or more of the following steps (tick all those applicable (refer *Advisory on European General Data Protection)*:

E1: destroyed printed/hardcopies of students assessed work received from the School/Department □; or

E2: returned printed/hardcopies of students assessed work to the School/Department for safe disposal □; and

E3: permanently deleted electronic/soft copy files of student assessed work from my computer □.

External Examiner electronic signature……………………………………………………………………….

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

F1: You are invited to provide your overall observations on the programme/course/module(s) you have examined in this term of appointment.

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F2: Additional Comments on your experience as an External Examiner in Trinity College:

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External Examiner electronic signature……………………………………………………………………….

Date of submission……………………………………..

External examiner email address………………………………………………………………………………..

For Office use only

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

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

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

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Reviewer signature:

**NOTES TO COMPLETING THE ANNUAL EXTERNAL EXAMINER REPORT**

External Examiner Annual Reports contribute to the quality assurance of teaching and learning i.e.

1. inform internal quality assurance activities by programmes and schools;
2. inform reviews of Trinity programmes and schools by College and by professional and statutory accreditation bodies;
3. inform institutional level quality assurance and enhancement of Trinity by Quality & Qualifications Ireland and the European Association for Quality Assurance in Higher Education (ENQA)

External Examiners are asked to:

1. complete all sections of the report template, as appropriate;
2. return the completed annual report within eight weeks of completion of duties for the external examining period
3. include in the report, key recommendations discussed and agreed at the Courts of Examiners for improvement at programme, course or module level.
4. email the completed report to the [externreports@tcd.ie](mailto:externreports@tcd.ie) mailbox and include **UG** or **PGT** in the subject line of your email to facilitate the dissemination of the report to the Office of the Dean of Undergraduate Studies /Senior Lecturer or the Dean of Graduate Studies, as appropriate.
5. confirm by signature in Section E of the annual report that they have safely disposed of or returned to the School for safe disposal hard copy documentation; and/or deleted electronic files provided to them to facilitate completion of external examination duties (refer [Advisory Guidelines on EU-GDPR](https://www.tcd.ie/teaching-learning/Education/Ext.Examiners/pdf/Advisory%20Guidelines%20on%20General%20Data%20Protection%20Regulation.pdf)).

We thank you for your commitment to College in your role as External Examiner.

Dean of Undergraduate Studies/ Senior Lecturer and the Dean of Graduate Studies.