

Report of the External Examiner**Name of External Examiner:****College Reviewed:****Date of Visit/Review:**

The primary role of an External Examiner is to report on the assessment process and to comment on whether the academic standards are appropriate to the award(s) for which they have responsibility in relation to published external criteria such as international benchmarks and professional/statutory body regulations. The External Examiner is also asked to review and comment on the quality of the overall programme including admissions requirements, parity of standards, quality and type of work by students, student performance and staffing. Comments or advice on any other aspects of provision are most welcome and appreciated and will be considered seriously. Please complete all the sections and provide a critical analysis of each of the areas covered in the report.

All reports are read carefully by relevant staff, including those at a senior level, and issues raised are progressed by formal mechanisms. Raffles University values greatly the contribution of its External Examiners and gives serious consideration to all issues raised. The University seeks to ensure that appropriate action is taken and that the feedback/quality loop is closed. Details of this process can be found in the Examiners' Handbook at:
<http://www.raffles-university.com>

Part A is the template required for publication on Raffles University web-site and will be published anonymously on the website. Part B of the report is for internal University information.

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If possible, please word-process the report and return electronically. This template is available from the Raffles University web site.

PART A External Examiner Report	
College Name and Location:	
Date of Visit/Review:	
Degree Program:	
Award Institution:	*Raffles University / Raffles College of Design and Commerce

1. Home institution and/or other professional/institutional affiliation of external examiners.

2. 'In the view of the examiner, the standards set for the awards are appropriate for qualifications at this level, in this subject.'
<ul style="list-style-type: none"> • Is the above statement correct (Yes/No)
<ul style="list-style-type: none"> • If you have stated 'no', please specify areas not meeting the appropriate standard for the qualifications. Advice on how to make the improvements is greatly appreciated.

3. 'In the view of the examiner the standards of student performance are comparable with similar programmes or subjects in other post-secondary institutions with which they are familiar.'
<ul style="list-style-type: none"> • Is the above statement correct (Yes/No)
<ul style="list-style-type: none"> • If you have stated 'no', please elaborate and give specific examples, where applicable. Advice on how to make improvements is greatly appreciated.

4. 'In the view of the examiner, the processes for assessment, examination and the determination of awards are sound and fairly conducted.'
<ul style="list-style-type: none"> • Is the above statement correct (Yes/No)

- **If you have stated ‘no’, please advise on specific areas that are lacking.**

5. Please list any particular strengths, distinctive or innovative features in relation to overall quality of the programme, standards and assessment processes and staffing that would be worth drawing to the attention of external audiences.

PART B *External Examiner's Main Report - for Internal Use*

1. *Areas of Responsibility:*

Please include a summary of the activities you have undertaken in fulfilling your role and duties.

2. *Overall Quality of Programme and Student Performance:*

Please comment on the following areas:

- **Overall performance of student cohorts in relation to their peers at other institutions including:**
 - **Progression**
 - **Distribution of grades and classification of award where appropriate**
 - **Significant differences in the performance of students**
- **Overall quality of the programme:**
 - **Admissions requirements**
 - **Quality and coherence of modules**
 - **Staffing**
- **Matters related to student performance in credit-bearing internships/ placement, work based learning and project/dissertation if applicable**

3. *Concluding comments on the following topics where applicable:*

- Areas to be commended *or* worthy of wider dissemination
- Recommendations or suggestions for the College
- Progress on recommendations made and actions taken since the previous review
- Specific areas identified that require an early response from the institution
- Recommendation on actions or areas to review in the next visit

4 **If this is your second or subsequent visit, it would be most helpful if you could provide an overview on the progress made compared to your previous visit.**

5 **Please comments on any other aspects of the programme or college not covered in the main body of the report for improvements by the College/Institution.**

*Name of External
Examiner*

Date

*Designation and
Institution of the
External Examiner*

Email address
