

THE GLASGOW SCHOOL OF ART

**Handbook for
External Examiners**

Undergraduate and Postgraduate (Taught)

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Foreword

Thank you for agreeing to act as an External Examiner at the Glasgow School of Art (GSA). GSA appreciates your commitment in agreeing to undertake this role. GSA recognises that External Examiners play a vital role in the maintenance of academic standards, and in ensuring rigorous and fair assessment processes.

This handbook sets out to provide essential information to allow you to carry out your role as an External Examiner at GSA. It provides information on the role and responsibilities of External Examiners and guidance on administrative and GSA processes; for example, submission of reports and payment of fees and expenses.

The handbook should be read in conjunction with the following policies which are available on the GSA website:

- [GSA's External Examiners Policy](#)
- [GSA's Examination Board Policy](#)

In addition to this handbook, all External Examiners will receive appropriate documentation from the relevant Schools.

On behalf of GSA, thank you again for taking forward this pivotal role in the maintenance of threshold academic standards and the enhancement of academic quality at GSA.

1. INSTITUTIONAL INFORMATION

1.1 About GSA

GSA is one of Europe's leading independent Higher Education (HE)-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research activities draw talented individuals with a shared passion for visual culture and creative production from all over the world.

GSA is an independent, small specialist institution (SSI) and is an important and integral part of Scotland's higher education provision. Our academic staff, 80% of whom are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio-based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally.

Originally founded in 1845, GSA now has over 2200 students studying across architecture, digital design, fine art, history and theory. As we develop new academic programmes and enhance our areas of expertise our ambition is to continue to grow our research profile and campuses in Singapore and the Scottish Highlands. Our internationalisation strategy is embedded across our academic programmes and research, connecting GSA with some of the world's leading universities and specialist higher education institutions.

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinary, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The University of Glasgow has validated our programmes since 1992. Further information on the relationship with the University of Glasgow can be obtained from the [GSA website](#) and also at section 1.5 of this handbook.

1.2 Contacting GSA

Administration of external examining processes is overseen by GSA's Academic Quality Office who can be contacted at:

Academic Quality Office
The Glasgow School of Art
Second Floor, 6 Rose Street
Glasgow, G3 6RB
Email: examiners@gsa.ac.uk

Queries relating to the quality of GSA's teaching should be addressed in the first instance to:

Janet Allison
Academic Registrar
Tel: +44 (0) 141 353 4462
Email: j.allison@gsa.ac.uk

Queries regarding appointment or payment should be directed to Human Resources payroll@gsa.ac.uk.

Queries relating to Programme specific matters including academic issues, examination papers, examination boards, dates of meetings and visits should be addressed to the Programme Leader or through the Academic Support Managers listed below:

School of Fine Art	Julia Malle E: J.Malle@gsa.ac.uk
School of Design	Elaine Boyle E: e.boyle@gsa.ac.uk
Mackintosh School of Architecture	PJ Collins E: P.Collins@gsa.ac.uk
School of Innovation and Technology	Amanda Stewart E: A.Stewart@gsa.ac.uk

1.3 How to Find GSA

Unless invited otherwise, report to the Main Reception at the front entrance of the Reid Building, 164 Renfrew Street, G3 6RQ. The Reid Building sits on a steep hill; persons with mobility difficulties may require assistance. If you require assistance, please contact the Main Reception or Janitorial Services prior to arrival on +44 (0) 141 353 5000.

For general enquires please contact the main reception on +44 (0) 141 353 4500. Further details on how to find GSA can be accessed from our website.

Travel options:

By train: The main railway stations in Glasgow are Central Station and Queen Street Station both, a 15-minute walk to GSA.

By subway: The nearest subway station is Cowcaddens Subway Station, which is a 5-minute walk to GSA.

By car: The nearest car park is LLP in Cambridge Street, which is a 2-minute walk to GSA. There are also plenty of parking spaces in the streets surrounding GSA and parking vouchers are sold in the GSA Shop (parking in the surrounding streets is controlled by Glasgow City Council).

By bus: If you are travelling by bus, First Bus Service No's: 16, 18, 44, 44a and 57 stop near GSA.

By taxi: There is a taxi rank at the foot of Garnethill, where Holland Street meets Sauchiehall Street, which is a 5-minute walk to GSA.

By plane: Glasgow Airport is a 20-minute bus or taxi ride away. Buses run every 10 minutes from the Airport to the Buchanan Bus Station which is a 10-minute walk to GSA.

1.4 GSA Organisational Structure

1.4.1 The Senior Leadership Group

In addition to the Director of GSA, the Senior Leadership Group is comprised of the undernoted.

Reporting to the Director of GSA:

- Deputy Director Academic
- Deputy Director Research & Innovation
- Director of Development
- Director of Finance
- Director of Strategy and Marketing
- Registrar and Secretary
- Senior Head of School
- Director of Human Resources
- Director of Estates

Responsible to the Director, the Senior Leadership Group ensures the effective leadership, direction and management of the activities of GSA.

1.4.2 GSA's Academic Schools

GSA is organised into four academic schools, each with its own academic programmes and research centres:

- Mackintosh School of Architecture
- School of Design
- School of Fine Art
- School of Innovation and Technology

Further information on each of the Schools can be found on our website.

1.5 Relationship with the University of Glasgow

GSA is an accredited institution of the University of Glasgow which has validated GSA's undergraduate and postgraduate programmes since 1992. All GSA students are bound by the regulations outlined in policies published on Glasgow website and the relevant regulations of the University. Whilst the Senate of the University has ultimate responsibility for GSA's degree-level academic awards, there is significant delegation to GSA for its own quality assurance procedures.

The strength of these procedures was recognised by the University of Glasgow in 1996/1997 when it conferred Accredited Institution status on GSA. GSA, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

In a number of areas (including assessment and External Examiners) GSA regulations, policies and procedures are closely aligned with University of Glasgow policy and approved by the Senate of the University.

Degree, Diploma and Certificate Regulations for awards validated by the University of Glasgow can be found on the 'Degrees, Diplomas and Certificates awarded in conjunction with The Glasgow School of Art' page on the [University of Glasgow website](#).

2. APPOINTMENT OF EXTERNAL EXAMINERS

2.1 Appointment to the role

External Examiners are nominated by Academic Schools, who ensure that the nominated candidates satisfy the person specification requirements. Full details on the person specification requirements are contained at section 1.9 of the External Examiners Policy. Following the approval process, External Examiners are appointed by GSA.

The Academic Quality Office maintains a central register of all External Examiner appointments, which includes all relevant information such as period of office and date of receipt of report.

Detailed information relating to the nomination and appointment of External Examiners is contained in the External Examiners Policy.

2.2 Right to Work Requirements

The Home Office requires every employer in the UK to check their employee's entitlement to work in the UK. External Examiners are therefore required to provide their passport and their National Insurance number on their first visit to prove their entitlement to work in the UK. The Right to Work check is overseen by the Human Resources department in accordance with the GSA's guidelines on this process. Therefore, all External Examiners should visit the HR department on or before their first visit so that these documents can be verified.

2.3 Conflict of Interest

External Examiners must declare any circumstances which are likely to give rise to a conflict of interest in accordance with the External Examiners Policy.

If an External Examiner is in doubt as to any aspect related to conflict of interest, they should consult with the Programme Leader.

2.4 Period of Appointment

External Examiners are appointed for a period of four years. Exceptionally and subject to approval by Academic Council, a further one-year extension to the period of tenure may be granted to ensure continuity.

2.5 Induction and Mentoring

The Academic Quality Office and individual Schools have a range of briefing and induction sessions and materials to support External Examiners in preparing for, and undertaking, their

duties. Details on the induction process and documents that External Examiners can expect to receive are contained in the External Examiners Policy.

External Examiners who are new to their post may receive additional appropriate support for the first year of their appointment. This may take the form of a mentoring arrangement with a more experienced External Examiner or additional contact with a relevant member of staff. This support may be a condition of the approval of their appointment. Details on what the External Examiner can expect from their mentor will be included in the External Examiners Policy.

2.6 Resignation

An External Examiner wishing to resign from their position prior to the end of the period of appointment should (where possible) give GSA a minimum of 3 months' notice and ensure that examining duties for the current academic year are concluded. Letters of resignation should be addressed to the Head of School, who will in turn inform the Academic Quality Office.

2.7 Termination of Contract

GSA may terminate an appointment at any time, subject to approved institutional procedures, for failure by the External Examiner to fulfill his or her obligations or if a conflict of interest arises which cannot be satisfactorily resolved. The institutional procedures for such consideration are defined in the External Examiners Policy.

3 ROLES, RESPONSIBILITIES AND RIGHTS OF AN EXTERNAL EXAMINER

3.1 An Overview of National Expectations

The [QAA UK Quality Code for Higher Education](#) outlines the following principles for External Expertise to which GSA subscribes:

Principle 1: Providers use one or more external experts as advisers to provide impartial and independent scrutiny on the approval and review of all provision that leads to the award of credit or a qualification.

Principle 2: Degree-awarding bodies engage independent external examiners to comment impartially and informatively on academic standards, student achievement and assessment processes for all provision that leads to the award of credit or a qualification.

Principle 3: Degree-awarding bodies have processes for the nomination, approval and engagement of external examiners and other independent external experts.

Principle 4: Providers ensure that the roles of those providing external expertise are clear to students, staff and other stakeholders.

Principle 5: Providers ensure that external experts are given sufficient and timely evidence and training to enable them to carry out their responsibilities.

Principle 6: Providers have effective mechanisms in place to provide a response to input from external examiners and external advisers.

GSA attaches great importance to peer review from External Examiners as a key means of ensuring that:

- the academic standards of awards and their component parts are set and maintained at the appropriate level, and that the standards of student performance are properly judged against this;
- the final assessment process accurately measures student achievement against intended learning outcomes, and is rigorous, and fairly operated, and in line with HE Regulations;
- GSA is able to compare the standard of its awards with those of other HE institutions;
- GSA's provision is continuously enhanced to reflect developments in the sector, institution and discipline.

In keeping with GSA's alignment of quality assurance and quality enhancement, the role of External Examiners is not confined to consideration of results and attendance at a GSA Final Examination Board. (See External Examiners Policy) External Examiners are encouraged to comment and advise on the content, balance and structure of programmes, the development of programmes and on assessment strategies and processes. Feedback from External Examiners is highly valued and will be used to inform the School's process of reflection on its performance.

External Examiners are expected to record their professional opinion, feeding back to the relevant School their views on academic standards, aspects of good practice, learning and teaching, programme structure and content.

3.2 Role and Responsibilities of the External Examiner

The roles and responsibilities of individual External Examiners relate to their role to act as independent and impartial advisers providing informed comment on the academic standards set, and student achievement in relation to those standards.

- Providing GSA with impartial and independent advice and informed comment on the institution's standards, and student achievement in relation to set standards.
- Providing informative comment and recommendations upon whether or not the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the institution's policies and regulations.
- Providing informative comment and recommendations upon whether or not the academic standards and the achievements of students are comparable with those in other higher education institutions.
- Providing informative comment and recommendations on good practice observed by the External Examiners and opportunities to enhance the quality of the learning opportunities provided to students.
- Contributing to interim (where appropriate) and final examination boards to provide an expert view of the rigour and fairness of the assessment process by endorsing or not the

decisions of the Examination Board and confirm that he/she is satisfied with the conduct of the assessment process.

- Submitting a report annually, to the Academic Quality Office, at a time determined by the institution, to reflect the nature of the provision, the duration of teaching and assessment periods and their timing in the calendar/academic year (see section 4).
- Ensuring External Examiner Reports provide clear and informative feedback to the institution and confirm that sufficient evidence was received to enable the role to be fulfilled, state whether issues raised in the previous report(s) have been addressed to their satisfaction, address any issues as specifically required by any relevant professional body and give an overview of their term of office (when concluded).

Further details on the roles and responsibilities of the External Examiner are contained in both GSA External Examiners Policy and the Examination Board Policy.

3.3 Rights of the External Examiner

External Examiners can expect to:

- Receive information core to the External Examining role, such as: programme structures; learning outcomes; details of learning, teaching and assessment processes; draft exam papers, other forms of assessment.
- Be informed of major changes to programmes and should be consulted in advance about proposed changes, particularly where they affect programme titles, learning outcomes, assessment criteria or the assessment process.
- Receive a response from the Programme Leaders on comments provided in relation to assessments.

External Examiners can:

- Recommend the adjustment of marks/grades on particular programmes, based on his or her overview of internal marking processes. External Examiners may not by themselves alter the marks/grades awarded to individual or an entire cohort of students. Any recommendations for marks/grades adjustments require the approval of the Examination Boards as a whole; the External Examiner does not have the right to take a final decision on any proposed alterations.

Further details on the rights of an External Examiner are contained in both the External Examiners Policy and the Examination Board Policy.

4. EXTERNAL EXAMINER REPORTS AND RESPONSES

4.1 External Examiner Reports

An important feature of the external examining process is the submission of an annual External Examiner report. These reports provide invaluable independent feedback to GSA and the University of Glasgow at Programme level, and sometimes also at the institutional level.

All External Examiners therefore are required to provide an External Examiner Report on the programme for which they are appointed, including observations on academic standards, aspects of good practice, learning and teaching, programme structure and content.

GSA has a standard template for External Examiners' reports; the most recent version of the template is always available for download from GSA website.

4.2 Content of External Examiner Report

The report follows the guidelines published by the QAA and includes questions on:

- the adequacy of information supplied on the Programme structure and content;
- whether the Programme structure and content meet the needs of the students;
- whether the stated aims and learning objectives for the Programme are appropriate to the subject matter, the level of the course, and the students;
- whether the examination together with any other assessment instruments used, adequately covered the content of the Programme and the learning objectives;
- the quality of teaching, together with any other forms of assessment used, as evidenced by the students' work;
- the appropriateness of learning and teaching methods the method(s), process and administration of the assessment process;
- the marking standards applied by internal examiner;
- whether the standards set are appropriate to published national subject benchmarks the national qualifications framework, institutional programme specifications and other relevant information, where available;
- the general quality of students' work and the relationship of the quality of work to the various degree classifications and/or grades the procedures followed at the Examination Board;
- consultation on proposed changes to courses or the introduction of new course;
- general observations on the strengths and weaknesses of the Programme and of the students' performance.

4.3 Submission of the External Examiner Report

External Examiners Reports are submitted to GSA via email to examiners@gsa.ac.uk. Reports should be submitted **no later than one month** following the final examination board. External Examiners should ensure that individual staff and students names are **not** identified in their report/s.

4.4 Confidential Reports to the Director of GSA

As stated at 3.2, External Examiners have the right to raise any matter of serious concern that pose a serious risk to the quality and standards of an award with the Director of GSA, if necessary by means of a separate confidential written report.

GSA will provide External Examiners with a considered and timely response to any confidential report received by the Director; normally within one month of receipt of the report.

4.5 Consideration of External Examiners' Reports

External Examiner reports form a critical part of GSA's internal quality assurance processes, and are a key evidence base for Programme Leaders to reflect on the annual monitoring process. Reports also inform development and enhancement of GSA's Programmes prior to the commencement of the academic year.

External Examiner's reports are considered by Schools, Programme Leaders, Staff Student Consultative Committees and Boards of Studies at the start of the following academic session. Programme Leaders are required to report on action taken in the Annual Programme Report as part of the Programme Monitoring and Annual Reporting process.

Students have the opportunity, through their class representation system, to be fully involved in the process of the consideration and response to the External Examiner reports through their formal attendance at Staff Student Consultative Committees. It is the responsibility of Schools to ensure that students' representatives are given the opportunity to be fully involved in the process of the consideration and response to the External Examiner Reports.

Schools are required to respond to the Academic Quality Office regarding the contents of the External Examiner report prior to the Programme Monitoring and Annual Reporting meeting in Semester 1. Programme Leaders will share these responses with External Examiner.

Additionally, as part of the Annual Report to Senate, GSA provides the University of Glasgow with external examiner reports and the School responses, and this is considered at the meeting of the Joint Liaison Committee meeting in Semester 2.

With the sole exception of any confidential report made directly and separately to GSA Director, External Examiner Reports and departmental responses are published on Canvas, the GSA virtual learning environment, following Programme Monitoring and Annual Review.

5. CONFIDENTIALITY, DATA PROTECTION AND FREEDOM OF INFORMATION

5.1 Written Assessments

Comments made by External Examiners on written assessments are accessible by students and should be both intelligible and appropriate. Comments should not be made directly on written papers but on an attached sheet.

5.2 External Examiner Reports

External Examiners should note that after a response has been provided, reports may be made available for internal and external reviews, audits and accreditation events (at programme, School or institutional levels).

Students have the right to request access to a copy of an External Examiner Report. For the wider student population, reports are disclosable under the terms of the Freedom of Information (Scotland) Act 2002, unless particular parts of them qualify for an exemption and External Examiners should be aware of this when writing such reports.

6. FEES AND EXPENSES

6.1 Payment

Fees are payable to External Examiners on receipt of a completed report, and cannot be authorised for payment until the report has been received.

Fees are paid on the last Thursday of each month following submission of the report provided that authorisation for payment is received by GSA's Payroll Department by their deadline. Please contact Payroll payroll@gsa.ac.uk for further details.

On appointment, External Examiners are asked to provide bank details for payment purposes. It is therefore important that External Advisers advise GSA if these details change.

6.1.2 Self-Employed External Examiner Payments

GSA Human Resources provide documentation for External Examiners which complies with HMRC requirements and ensures that payments are only made through payroll where a tax/National Insurance liability falls on GSA.

If an External Examiner is self-employed, GSA requires them to complete the Employee Status Indicator on the HMRC website. The address is <http://www.hmrc.gov.uk/calcs/esi.htm>. Once this has been completed a status of either employed or self-employed is received. If the outcome is self-employed, the paperwork should be returned with the invoice, for payment processing. Any queries relating to your employment status should be directed to Payroll payroll@gsa.ac.uk

6.2 Expenses

GSA will reimburse External Examiners for reasonable expenses. Receipts are required for all expenses, with the exception of mileage.

6.2.1 Expenses Claims Forms

External Examiners are advised to download Expense Claim Forms from the GSA website. These should be completed and returned directly to the School Academic Support Manager. The Schools are responsible for authorising, payment and submitting the forms to Payroll.

6.3 Accommodation, Subsistence and Travel

External Examiners requiring accommodation for visits should liaise with the Academic Support Managers of the relevant School.

It is expected that rail and air travel will normally be booked as standard/economy class and should be organised by the External Examiner and the cost will be reimbursed when accompanied by valid receipts. Taxi fares incurred will also be reimbursed. Car mileage is reimbursed at the rate of 36p per mile.

6.4 Inland Revenue, National Insurance and Asylum & Immigration Requirements

HMRC view External Examiners working for first degree and higher degree programmes slightly differently. For further information, please see the HMRC web pages. In order to comply with these regulations, the following arrangements apply to External Examiners:

6.4.1 First degree programmes

Payments made to External Examiners working for first degree examinations conducted by Higher Education institutions are chargeable for tax as employment income and subject to PAYE in the normal way. Examiners who fall in this category are treated as “employed”.

6.4.2 Higher degree programmes

Payments made to External Examiners engaged by Higher Education institutions working for master’s degree and doctorates are generally categorised as “self-employed” if the whole work is performed under a contract of less than 12 months.

6.4.3 Other programmes

Payments to External Examiners relating to work for examinations other than Higher Education level degrees, e.g. for professional qualifications, will be chargeable to tax as self-employed income provided the work is carried out under a contract for services.

6.4.4 Useful External Links

UK Quality Code for Higher Education - <https://www.qaa.ac.uk/quality-code>

Scottish Credit & Qualifications Framework - <http://scqf.org.uk/>

Appendix 1: First Year of External Examining Timeline

Spring	Appointment of new External Examiners.	External Examiner will receive confirmation of their appointment from the GSA.
October	Commencement of External Examiners Tenure	External Examiner commences their term of office, which will run from 1 October to 30 September for a period of four years.
October/November	Consideration of External Examiner Reports	The Programme Leader will consider the External Examiner's Report on the previous session. The incoming External Examiner will receive a copy of the Programme Leader's response to the outgoing External Examiner's report and the Annual Programme Report following GSA's Programme Monitoring and Annual Reporting meeting in November.
November	Dates Agreed For Interim Visit And Final Visit(s)	Where appropriate, Schools will contact their External Examiners to arrange dates for the Interim visit. Where relevant, Schools will provide a detailed itinerary of visits. Schools will provide confirmation of the dates of Final Assessment in June and September.
January/February	Interim Visits	Where appropriate, External Examiners will attend interim visits arranged by the Schools.
May/June	Final Examination Boards (UG)	External Examiners will attend the Final Examination Boards for undergraduate and two-year postgraduate programmes. Schools will provide a detailed programme.
June/July	Submission of Reports (June Diet)	External Examiners should submit their reports to Examiners@gsa.ac.uk within one month of the GSA Final Examination Board. Payment of fees and expenses will be made upon receipt of the report and External Examiner expense claim form.
August	Consideration of Re-Submissions	Where appropriate, External Examiners will attend Examination Boards to consider resubmissions.
August / September	Final Examination Board (PGT)	External Examiners will attend PGT Final Examination Boards.
October	Submission of Reports (September Diet)	External Examiners should submit their reports to Examiners@gsa.ac.uk within one month of the PGT Final Examination Board. Payment of fees and expenses will be made upon receipt of the report and External Examiner expense claim form.

Appendix 2: External Examiner Report Pro Forma

 THE GLASGOW SCHOOL OF ART	EXTERNAL EXAMINER (UNDERGRADUATE & TAUGHT POSTGRADUATE) EXTERNAL EXAMINERS REPORT FORM
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NOTES FOR GUIDANCE

Completing the Report

- This form can be obtained from GSA's [External Examiners'](http://www.gsa.ac.uk/external-examiners) webpage or supplied via e-mail by contacting examiners@gsa.ac.uk
- Your report will act as an institutional record of the effective completion of the assessment process and the academic standards of the awards. The report template asks you to address specific questions through **yes** or **no** alternatives and provides a section where more detailed written feedback/commentary can be provided. You are invited to comment fully under each of the headings, particularly where you have answered 'no' to any of the questions.
- Your feedback will influence how the School develops its programmes. Please ensure that your report contains clear feedback on academic standards, good and/or innovative practice and suggestions for further enhancement where appropriate.
- Please note that external examiners' reports cannot be considered confidential, they will be shared with staff, students and student representatives and may be disclosed in response to requests made under the Freedom of Information Act. Reports will also be shared with PSRBs and the Quality Assurance Agency upon request. Therefore, there should be **no identifiable reference to individual members of staff or students** in the report to ensure that appropriate confidentiality is maintained.
- When preparing your report, please consider appropriate equality and diversity issues throughout as relevant to the assessment of students.
- You are reminded that you may make a separate confidential report directly to the Director of GSA on any matter of serious concern in addition to your annual report. In the event that you have a serious concern relating to systemic failings with the academic standards of a programme or programmes and when all published applicable internal procedures have been exhausted, including the submission of a confidential report to the Director, you may invoke the QAA's concerns scheme or inform the relevant professional, statutory or regulatory body.

Report Submission

- Completed reports should be returned **within one month** of the GSA Final Examination Board.
- The report should be returned electronically, as an e-mail attachment and in MS Word format, to the Academic Registry at: examiners@gsa.ac.uk Payment of your annual fee for external examining duties will be processed upon receipt of a satisfactorily completed report.

Report Dissemination

- Your report will be considered by Schools, Programme Leaders, Staff Student Consultative Committees and Boards of Studies at the start of the academic session. The Programme Leader's response to your report will be circulated to you at the earliest opportunity. Programme Leaders are also required to report on action taken in the Annual Programme Report.

Further Information

- Should you require any further information or you have any queries, please contact Academic Registry: examiners@gsa.ac.uk

EXTERNAL EXAMINER AND PROGRAMME/COURSE DETAILS

Full Name and Title:	Click here to enter text.		
Institution/Employer:	Click here to enter text.		
Email Address:	Click here to enter text.		
Date of Examination Board:	Click here to enter text.		
School:	Click here to enter text.		
Programme/Course(s):	Click here to enter text.		
Level of Award:	Undergraduate	<input type="checkbox"/>	Postgraduate Taught <input type="checkbox"/>

PART A: SUMMARY COMMENTS**Points of innovation and/or good practice:**

Please highlight below points of innovation or good practice within the programmes or processes you have been involved.

Click here to enter text.

Recommendations on areas for development and/or enhancement:

Click here to enter text.

Matters which require urgent attention:

Please highlight below any matters or areas which you think require urgent attention.

Click here to enter text.

PART B – FOR EXTERNAL EXAMINERS IN THEIR FIRST YEAR OF APPOINTMENT

	Yes	No	N/A
1. Were you provided with the Handbook for External Examiners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Were you provided with copies of previous External Examiners' reports and the Programme Leader's responses to these?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If this is your first experience of being an External Examiner, were you provided with a Mentor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C – FOR EXTERNAL EXAMINERS IN THEIR FINAL YEAR OF APPOINTMENT	Yes	No	N/A
1. Have you observed improvements in the programme(s) over the period of your appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Programme Leader responded to comments and recommendations you have made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Where recommendations have not been implemented, did the Programme Leader provide clear reasons for this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you acted as an External Examiner Mentor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Please comment on your experience of the programme(s) over the period of your appointment, remarking in particular on changes from year to year and the progressive development and enhancement of the learning and teaching provision, on standards achieved, on marking and assessment and the procedures of GSA.			
Click here to enter text.			

SECTION D – ASSURANCE AND STANDARDS			
1 - PROGRAMME AND COURSE DESIGN	Yes	No	N/A
1. Were you given adequate information about the programme/course content and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you consider that the aims and course structure meet the needs of all students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Were the stated learning outcomes for the programme/course appropriate to the subject matter, the level of the programme/course and the students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. During the past year have you been consulted by the School on proposed changes to the programme/course or on the introduction of new courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Any further comments:			
Click here to enter text			
2 - ASSESSMENT AND FEEDBACK	Yes	No	N/A
1. Did the examination, together with any other forms of assessment used, adequately cover the learning objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Were you satisfied with the method(s) of assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Were the marking criteria sufficiently clear to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were the marking criteria consistently applied by markers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you consider that teaching and learning methods, as far as you know them, are appropriate to the programme/course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Were assessment methods appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Were you satisfied with feedback on assessment to all students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Any further comments: Click here to enter text			
3 - EXAMINATION PROCESS			
	Yes	No	N/A
1. Did you receive appropriate documentation relating to the programmes and/or parts of programmes for which you have responsibility, e.g. programme specifications of module handbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Was sufficient assessed/examination work made available to enable you to have confidence in your evaluation of the standard of student work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Any further comments: Click here to enter text			
4 - ADMINISTRATION			
	Yes	No	N/A
1. Was the administration of the assessment process effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Was the time available for your scrutiny of scripts and other students' work adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Any further comments: Click here to enter text			
5 - STANDARDS AND RESULTS			
	Yes	No	N/A
1. Do you consider the marking by internal examiners to have been broadly appropriate in terms of standards, consistency and internal moderation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you consider that the standards set are appropriate by reference to published national subject benchmarks, the national qualifications framework, institutional programme specifications and other relevant information, where available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was the standard of student work associated with the various degree classifications, bands, grades or pass/fail borderline(s) comparable with other institutions of which you have knowledge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture only			
4. Does the institution have adequate systems to ensure that all students awarded the qualification have met all the ARB criteria? If NO, please give details below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Any further comments: Click here to enter text			
7 - GSA FINAL EXAMINATION BOARD MEETING			
	Yes	No	N/A
1. Were you able to attend the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Was the meeting conducted to your satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was the handling of special circumstances e.g. medical, handled effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Any further comments: Click here to enter text			

External Examiner Signature an electronic signature is preferred:	Click here to enter text
Date of submission:	Click here to enter text

Appendix 3: External Examiner Expenses and Claim Form



EXPENSES CLAIM

CLAIMANT _____

DATE 02/07/2024

STAFF ID _____

DEPT _____

DATE	EXPENSES DESCRIPTION	ACCOUNT CODE (select from drop down)	ACCOUNT NUMBER	COST CENTRE	PROJECT / TRACKING CODE	AMOUNT £
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
TOTAL EXPENSES CLAIMED						£0.00

Non-GSA and Student claimants - please enter your bank details below to ensure prompt payment

Bank Account

Sort Code

- Please note the following :**
- i) All receipts and invoices must be attached
 - ii) Any incomplete forms will be returned unpaid
 - iii) Form must be signed by the relevant budget holder

CLAIMANT SIGNATURE _____

BUDGET SIGNATOR _____

DATE _____

DATE _____

External Examiner's Claim Form

Name:		Address:	
Telephone:			
		Town/City:	
		Postcode:	

Course Examined / School:			
Dates of Visit:			
Number of Days Claimed:			
Type of Visit (indicate as appropriate):	Interim		Final

National Insurance Number:	
Bank Account Number:	
Sort Code:	

Signature:	
Date:	

Office Use Only

Rate Per Day:		Number of Days:	
Total Payment Due:		Charge Code:	
Approval by School / Centre:			