

# THE GLASGOW SCHOOL OF ART



Ruolan Wang, Textile Design 2025

## **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. External Examiners play a vital role in the maintenance of quality academic standards, and in ensuring rigorous and fair assessment processes.

This handbook sets out essential information about 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, including 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 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 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 3700 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 Glasgow 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 21<sup>st</sup> 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 in 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  
Third Floor, 6 Rose Street  
Glasgow, G3 6RB  
Email: [examiners@gsa.ac.uk](mailto: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](mailto:j.allison@gsa.ac.uk)

Queries regarding appointment or payment should be directed to Human Resources ([payroll@gsa.ac.uk](mailto: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 within each of our Academic Schools.

### 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 enquiries, 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 are 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 all 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 & Principal of GSA, the Senior Leadership Group is comprised of the undernoted.

*Reporting to the Director & Principal of GSA:*

- Deputy Director and Vice-Principal [Academic]
- Deputy Director and Vice-Principal [Research & Innovation]
- Secretary and Registrar
- Director of Development
- Chief Financial Officer
- Director of Strategy and Marketing
- Registrar and Secretary
- Head of School of Fine Art
- Head of Mackintosh School of Architecture
- Head of School of Design
- Head of School of Innovation and Technology
- Director of Human Resources
- Director of Estates

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

### **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 by 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 enhancement of its academic framework.

In a number of areas, including assessment procedures and External Examiner-related processes, GSA regulations, policies and procedures are closely aligned with University of Glasgow policy and are 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 the Academic Schools, who ensure that the nominated candidates satisfy the person specification requirements. Full details of the person specification requirements are set out in 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 term of office and a record of reports submitted.

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 employees' entitlement to work in the UK. External Examiners are therefore required to provide their passport and their National Insurance number as part of a Right to Work check, to prove their entitlement to work in the UK. The Right to Work check is carried out by School Academic Support Managers following processes set out by the Human Resources department, and must be completed before the External Examiner is permitted to undertake any work for GSA.

### **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 conflicts 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, for instance when there is a change of programme leadership.

## **2.5 Induction and Mentoring**

The Academic Quality Office and individual Schools provide 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. This support may be a condition of the approval of their appointment. Details on what the External Examiner can expect from their mentor is included in our 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 ([Quality@gsa.ac.uk](mailto:Quality@gsa.ac.uk)).

## **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 their 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**

GSA expects its External Examiners to be familiar with and operate in

accordance with the expectations set out in both the [QAA UK Quality Code for Higher Education \(2024\)](#) and with [External Examining Principles and supplementary guidance](#).

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. 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, providing GSA and the relevant School with 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 require them to act as independent and impartial advisers, providing informed comment on the academic standards set by GSA and on student achievement in relation to those standards. These are summarized as follows:

- Providing informative comment and recommendations on whether or not the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and their courses, and is conducted in line with GSA's policies and regulations.
- Providing informative comment and recommendations on 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 Examiner 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 endorsing) the decisions of the Examination Board, and confirming satisfactory 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).
- 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,
  - confirm 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, intended learning outcomes (ILOs), assessment criteria or the assessment process.
- Attend meetings of the GSA Final Examination Board and to have access to student work that is being assessed.
- Correspond directly with the Director of GSA on matters of major concern that pose a serious risk to the quality and standards of an award.
- Be informed each year about the consideration of their annual report by

GSA, and any action taken as a result of it.

**External Examiners can:**

- Recommend the adjustment of marks/grades on particular programmes, based on their 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 Board 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, and programme structure and content.

GSA has a standard template for External Examiners' reports; the most recent version of the template can be requested from the Academic Quality Office (Examiners@gsa.ac.uk).

### **4.2 Content of External Examiner Report**

The report follows the [External Examining Principles \(and supplementary advice and reflective questions\)](#) 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 any examination, together with any other assessment instruments

used, adequately covered the content of the Programme and the learning objectives;

- the quality of teaching, 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(s);
- whether the standards set are appropriate, compared 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 any 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;
- an overview of their term of office (when concluded).

#### **4.3 Submission of the External Examiner's Report**

External Examiners' Reports are submitted to GSA via email to [examiners@gsa.ac.uk](mailto:examiners@gsa.ac.uk). Reports should be submitted **no later than one month** after the final examination board for the programme. External Examiners should ensure that individual staff and students names are **not** identified in their report/s.

#### **4.4 Confidential Reports to the Director & Principal of GSA**

External Examiners have the right to raise any matter of serious concern – that is, matters that pose a serious risk to the quality and standards of an award – with the Director & Principal 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 & Principal; 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 as part of the annual monitoring process. Reports also inform development and enhancement of GSA's Programmes prior to the commencement of the academic year.

External Examiner reports are considered by Schools, Programme Leaders, Staff Student Consultative Committees (SSCCs), 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 and their formal attendance at SSCCs, to be fully involved in the process of the consideration and response to the External Examiner reports. It is the responsibility of Schools to ensure that student 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 the External Examiner.

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

With the sole exception of any confidential report made directly and separately to the Director & Principal of GSA, 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. External Examiners should be aware of this when writing such reports; AQO can provide guidance on writing for disclosure.

## **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 the relevant School Academic Support Manager, who can liaise with Payroll [payroll@gsa.ac.uk](mailto: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 Examiners advise GSA if these details change.

#### **6.1.2 Self-Employed External Examiner Payments**

GSA's Human Resources department provides 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 assigned. If the outcome is self-employed, the CEST 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](mailto: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 can request a copy of the Expense Claim Forms from the relevant School. The form should be completed and returned directly to the appropriate 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; 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 55p per mile.

### **6.4 Inland Revenue and National Insurance**

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.

### **6.5 Useful External Links**

UK Quality Code for Higher Education - <https://www.qaa.ac.uk/quality-code>  
Scottish Credit & Qualifications Framework - <http://scqf.org.uk/>  
QAA External Examining Principles - <https://www.qaa.ac.uk/the-quality-code/external-examining-principles>

## Appendix 1: First Year of External Examining Timeline

<b>Spring</b>	Appointment of new External Examiners.	External Examiner will receive confirmation of their appointment from the GSA.
<b>October</b>	Commencement of External Examiner's Tenure	External Examiner commences their term of office, which will run from 1 October to 30 September for a period of four years.
<b>October/ November</b>	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.
<b>November</b>	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.
<b>January/ February</b>	Interim Visits	Where appropriate, External Examiners will attend interim visits arranged by the Schools.
<b>May/June</b>	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.
<b>June/July</b>	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.
<b>August</b>	Consideration of Re-Submissions	Where appropriate, External Examiners will attend Examination Boards to consider resubmissions.
<b>August / September</b>	Final Examination Board (PGT)	External Examiners will attend PGT Final Examination Boards.
<b>October</b>	Submission of Reports	External Examiners should submit their reports to Examiners@gsa.ac.uk within

	(September Diet)	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.
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## Appendix 2: External Examiner Report Pro Forma

	<b>EXTERNAL EXAMINER (UNDERGRADUATE &amp; TAUGHT POSTGRADUATE)</b>  <b>EXTERNAL EXAMINERS REPORT FORM</b>
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### GUIDANCE NOTES

#### About this Report

- Copies of this form can be obtained from GSA's Academic Quality Office (AQO) [examiners@gsa.ac.uk](mailto:examiners@gsa.ac.uk). Please complete a separate report form for each programme for which you are an external examiner.
- Your comments are central to GSA's quality assurance and enhancement mechanisms. Your report will act as an institutional record of the effectiveness of our assessment processes and the academic standards of the awards
- Your feedback will influence how GSA develops its programmes moving forward. Please ensure that your report contains clear feedback on academic standards, good and/or innovative practice, and suggestions for further enhancement where appropriate.
- The report form asks you to address specific academic assurance and enhancement areas through **yes** or **no** questions. Each section provides a free-text space where more detailed written feedback/commentary can be provided, with a suggested maximum of 100-250 words per section. You may find it helpful to work through the yes/no questions first.
- External examiners' reports are not confidential: they will be published on Canvas (our Virtual Learning Environment (VLE)), and shared with staff, students, student representatives as a matter of course, and may also be shared with PSRBs, the Quality Assurance Agency (QAA), and the University of Glasgow upon request. Reports will be retained for six years, and may be disclosed in response to requests made under the Freedom of Information Act. **Please do not make any identifiable reference to individual students or members of staff in the report.**

#### Submitting the Report

- 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 in MS Word format, to the AQO ([examiners@gsa.ac.uk](mailto:examiners@gsa.ac.uk)). The AQO will make arrangements to share your report with the relevant School. Payment of your annual fee for external examining duties will only be processed upon receipt of a 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. You will receive the Programme Leader's response to your report within 6-8 weeks. The report is a key component of the Annual Programme Report, and Programme Leaders are required to provide updates on any action taken in response, as part of GSA's annual quality monitoring process.

#### Reporting on Matters of Serious Concern

- 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 [Scottish Quality Concerns Scheme](#) or inform the relevant professional, statutory or regulatory body.

#### Further Information

- If you need any additional information or have any questions about completing your report, please contact the AQO: [examiners@gsa.ac.uk](mailto:examiners@gsa.ac.uk)

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

PRE-REPORT CHECKLIST			
INFORMATION, SAMPLING & EXAMINATION BOARD	Yes	No	N/A
1. Did you receive sufficient information to allow you to carry out your role as External Examiner? (For example: marking criteria, programme handbooks, programme and course specifications, Intended Learning Outcomes, the Handbook for External examiners, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you receive a sufficient sample of assessments to review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you have sufficient time to scrutinise scripts and other student work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were the Examination Board meetings that you attended conducted to your satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Any further comments: (Maximum length: 250 words) Please note any additional sources that you have used in preparing this report, e.g. the Graduate Showcase.			

PART A - SUMMARY COMMENTS
<p><b>Points of innovation and/or good practice:</b></p> <p>Please highlight points of innovation or good practice in programmes or processes you have examined: (Maximum length: 250 words)</p>
Click here to enter text.

**Recommendations on areas for development and/or enhancement:***(Maximum length: 250 words)*

Click here to enter text.

**PART B – ASSURANCE AND STANDARDS****1 – OVERALL STATEMENT ON ACADEMIC STANDARDS**

**1. Is GSA maintaining appropriate academic standards for its awards?** Please refer to any appropriate published national subject benchmarks, qualification frameworks, programme specifications, and other relevant information. *(Maximum length: 200 words.)*

Click here to enter text.

**2. Are the academic standards and achievements of students at GSA comparable with those in other HEIs that you have experience of?** *(Maximum length: 100 words)*

Click here to enter text.

**2 – LEARNING AND TEACHING****Yes****No****N/A**

1. Do you consider that the programme/course aims and structures support the needs of all students?

2. Were the Intended Learning Outcomes for the programme/course appropriate to the subject matter and level of the programme/course?

3. Do you consider that the teaching and learning methods are appropriate to the programme/course?

4. Any further comments:

Click here to enter text (Maximum length: 100 words)

**3 - ASSESSMENT AND FEEDBACK****Yes****No****N/A**

1. Did the assessment processes measure student achievement rigorously and fairly against the Intended Learning Outcomes for all courses across the programme?

2. Were you satisfied with the range, nature, and level of the methods of assessment used?

3. Were the assessment methods appropriate and designed to be inclusive of the diversity of the student body?

4. Were the marking criteria sufficiently clear to you?

5. Was the general standard, consistency, and internal marking and moderation of assessments appropriate and consistent with the marking criteria?

6. Were you satisfied with the quality of feedback on assessment that was supplied to all students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Were you satisfied that assessment was conducted in accordance with GSA's policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Any further comments:  Click here to enter text (Maximum length: 100 words)			
<b>4 - STUDENT SUCCESS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Do the methods of teaching and assessment employed on the programme align with GSA's commitment to developing Graduate Skills and Attributes, as outlined in section 2 of the <a href="#">Common Academic Framework</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Programmes with PSRBs only*</b>			
2. Does the institution have adequate systems to ensure that all students awarded the qualification have met all the relevant PSRB criteria? If NO, please give details below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Architecture Only*</b>			
3. I confirm that I am satisfied that all passing students have met all of ARB's Criteria at the relevant level. If NO, please give details below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Any further comments:  Click here to enter text.			

<b>PART C – FOR EXTERNAL EXAMINERS IN THEIR <u>FIRST YEAR</u> OF APPOINTMENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. 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"/>
2. 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"/>
3. Any further comments:  Click here to enter text.			

<b>PART D – FOR EXTERNAL EXAMINERS IN THEIR <u>FINAL YEAR</u> OF APPOINTMENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have you observed enhancements 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 appropriately to comments and recommendations you have made in previous reports?	<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, in particularly: <ul style="list-style-type: none"> <li>• changes from year to year</li> <li>• the progressive development and enhancement of learning and teaching provision</li> <li>• standards achieved</li> <li>• marking and assessment</li> </ul> (Maximum length: 250 words.)			

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 £
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
			-			
<b>TOTAL EXPENSES CLAIMED</b>						<b>£0.00</b>

**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

<b>Name:</b>		<b>Address:</b>	
<b>Telephone:</b>			
		<b>Town/City:</b>	
		<b>Postcode:</b>	

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

<b>National Insurance Number:</b>	
<b>Bank Account Number:</b>	
<b>Sort Code:</b>	

<b>Signature:</b>	
<b>Date:</b>	

### Office Use Only

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