**Statement of Compliance**

External Examiners are asked to complete this checklist stating whether or not the relevant examination and assessment procedures and policies have been adhered to in a satisfactory manner. External Examiners are reminded that a report must be completed in addition to completing this statement of compliance and that the report will be made available to students. The statement of compliance is for internal use only.

**Programme materials**

Did you receive:

a. Programme handbook(s)?

b. Programme regulations (these may be in the programme handbook)?

c. Module descriptions (these may be in the programme handbook)?

d. Assessment briefs/marking criteria?

**Draft examination papers**

a. (i) Did you receive all the draft papers?

(ii) If not, was this at your request?

b. (i) Was the nature and level of the questions appropriate?

(ii) If not, were suitable arrangements made to consider your

comments?

c. Were suitable arrangements made to consider your

comments?

**Marking examination scripts**

a. (i) Did you receive a sufficient number of scripts?

(ii) If you did not receive all the scripts, was the method of

selection satisfactory?

b. Was the general standard and consistency of marking

appropriate?

c. Were the scripts marked in such a way as to enable you to see

the reasons for the award of given marks?

**Dissertations/project reports**

a. Was the choice of subjects for dissertations appropriate?

b. Was the method and standard of assessment appropriate?

**Coursework/continuously assessed work**

a. Was sufficient coursework made available to you for assessment?

b. Was the method and general standard of marking and

consistency satisfactory?

**Orals/performances/recitals/appropriate professional placements**

a. Were suitable arrangements made for you to conduct orals

and/or moderate performances/recitals/appropriate

professional placements?

**Final examiners' meeting**

a. Were you able to attend the meeting?

b. Was the meeting conducted to your satisfaction?

c. Were you satisfied with the recommendations of the Board

of Examiners?

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_