



**lyit**

**Institiúid Teicneolaíochta Leitir Ceannainn**  
Letterkenny Institute of Technology

## **Section 8**

# **External Examiner Procedures**

# External Examiner Procedures

## 1. External Examining Process

- 1.1 External examining is a quality assurance mechanism employed by providers that supports public confidence in academic qualifications.
- 1.2 The external examining process offers an objective interface: a principal outcome of external examining is the introduction of an independent element into the procedures for the assessment of learners.
- 1.3 An external examiner is an independent expert who is a member of the broader community of practice within the programme's field of learning and whose accomplishments attest to his/her likelihood of having the authority necessary to fulfil the responsibilities of the role.
- 1.4 The main functions of the external examiner (or external examiner team) are these:
- Review the appropriateness of the *minimum intended programme learning outcomes* (i.e. the programme's basic educational goal), and other programme objectives.
  - Probe the actual attainment of learners (*actual* programme learning outcomes) using information agreed with and supplied by the provider.
  - Compare and contrast both the *minimum intended programme learning outcomes* and the actual attainment of learners with the relevant awards standards, with the National Framework of Qualifications, and with corresponding data from other programmes in the same discipline in other higher education institutions in Ireland and beyond.
  - Determine whether or not the applied procedures for assessment are *valid, reliable fair and consistent*.
  - Review the appropriateness of the programme assessment strategy and the assessment procedures and, flowing from this, consider subsidiary module assessment strategies.
  - Review key assessment tasks prior to their assignment in light of the programme and module assessment strategies and learners' prerequisite (prior) learning.
  - Report findings and recommendations to the Institute.
- 1.5 The purview, or scope of operation, of the external examiner is agreed with the Institute from the outset. It may be extended, for example, to provide advice and guidance to the programme team. An external examiner may be invited to comment on the design, structure and content of a programme and its constituent components.
- 1.6 The external examiner is provided with a timely, considered response to his/her comments and recommendations, including information on any actions taken by the Institute.
- 1.7 Given that external examining is such an important part of the internal quality assurance of programmes, the Institute will, from time to time, publish the names and affiliations of the external examiners for each of its programmes in documents, such as, the self-study documents for Periodic Programme Evaluations and Institutional Review.

## **2. Nomination**

- 2.1 The Academic Council of the Institute approves the appointment of persons to act as External Examiners to programmes offered by the Institute, where appropriate.

The Academic Council shall ensure that persons appointed to act as External Examiners are competent to fulfil this role.

The Council shall also approve such procedures as may be required, including these procedures, relating to the appointment, role and duties of External Examiners.

- 2.2 The Academic Council shall seek nominations for persons to act as External Examiners. The Council may also nominate and approve persons to act as External Examiners as it deems appropriate. In general, the process of nominating External Examiners will be carried out through the Heads of School/Department, as described in 2.3 to 2.7 below.

The Council may also seek nominations from other individuals or bodies as it deems appropriate.

- 2.3 The Head of School/Department may seek recommendations for nominations through a School/Department Board or Programme Committee.

The Head of School/Department shall ensure that persons considered for nomination satisfy the criteria for appointment (see Appendix 8.1).

In exceptional circumstances, where it is proposed to nominate a person who does not satisfy the criteria for appointment, this shall be clearly noted on the External Examiner nomination form and reasons given for the nomination.

- 2.4 The Head of School/Department may consult the person proposed for nomination to seek her/his consent to be nominated and determine her/his availability to act as External Examiner. Such consultation shall be without commitment to appointment as External Examiner.

- 2.5 The Head of School/Department may consult with Heads of School/Department from other Institutes with a view to arriving at suitable arrangements in relation to the appointment of External Examiners to more than one Institute. Such arrangements will take into account agreed limitations on the number of Institutes to which an External Examiner may be appointed, the requirement for independence of External Examiners, and such other requirements as noted in the criteria for appointment (Appendix 8.1).

- 2.6 In the case of a new appointment the Head of School/Department shall normally nominate persons for appointment as External Examiners to the Academic Council of the Institute by 1 October of the academic year.

- 2.7 The Head of School/Department shall take into account the need for continuity in the external examining process from one year to the next.

### **3 Approval**

- 3.1 The Academic Council shall consider nominations for appointment as External Examiners received from Heads of School/Department, other individuals or bodies, or nominated by the Council itself.
- 3.2 The Academic Council shall satisfy itself that in general persons nominated for appointment satisfy the criteria for appointment as detailed in Appendix 8.1, having regard for Section 2.3 above.
- 3.3 The Academic Council shall approve the appointment of such and as many persons as it deems necessary to act as External Examiners of the Institute for such periods as it decides, in accordance with Section 5 of these procedures.

### **4. Appointment**

- 4.1 Following approval of nominations by the Academic Council of the Institute, the Registrar shall issue a letter of appointment to the External Examiner, along with a contract to be signed by the External Examiner and President of the Institute (or his/her nominee) which shall include, *inter alia*:
- duties and responsibilities (Appendix 8.1)
  - term of office
  - reporting relationships
  - reporting requirements
  - fees payable by the Institute
  - conditions relating to other appointments
  - termination of contract procedures
  - conflict of interest declaration.
- 4.2 The External Examiner shall be appointed from the date of signing of the Contract by the External Examiner and the President or his/her nominee.
- 4.3 The term of office shall normally be for a period of three academic years, having regard to criterion number 8 in Appendix 8.1, subject to annual re-appointment. In exceptional circumstances, the appointment may be extended by one further year. The circumstances shall be advised to the Academic Council prior to the proposed extension taking effect.
- 4.4 Normally, the term of office shall commence on 1 December of the academic year in which the External Examiner is appointed.
- 4.5 The Registrar shall maintain a register of External Examiners appointments and periods of tenure.
- 4.6 Should it be necessary to terminate the contract of appointment, the Head of School/Department shall recommend termination of the contract to the Academic Council for approval detailing the reasons for the proposed termination. The President shall notify in writing an External Examiner whose contract has been terminated.

- 4.7 Following appointment, the Registrar shall ensure that the External Examiner receives adequate additional documentation to enable him/her to understand the examination systems operated by the Institute. Such documentation might include:
- Quality assurance policies and procedures
  - Institute academic and administrative structures and procedures
  - Programme/subject/module documentation
  - Assessment and examination procedures and schedules
  - Rules and regulations
  - Examination and award structures
  - Policies in relation to equal opportunities.

- 4.8 The Institute should invite the External Examiner to visit the Institute for an induction meeting in order for the External Examiner to become familiar with the Institute's operations, to discuss his/her responsibilities as External Examiner and to determine the requirements of the External Examiner.

This is particularly important when an External Examiner is being appointed for the first time.

Following the induction meeting, the external examiner should:

- a) Know the Institute's policy on external examining, including the reporting requirements.
- b) Understand the mission of the Institute and its context.
- c) Be able to articulate (where the programme is a professional one) the relevant professional infrastructure (regulation, associations etc.) in Ireland (and beyond where appropriate), the educational requirements for entry into this profession, and how the programme prepares learners for entry into the relevant profession.
- d) Be able to distinguish how the minimum intended programme learning outcomes and actual learning outcomes attained by graduates compare and contrast with similar programmes with which they are already familiar and with programmes in the same discipline for which suitable benchmarking data has been gathered by the provider.
- e) Know the overall structure of the programme.
- f) Be able to evaluate and critique the programme assessment strategy.
- g) Understand how the minimum intended programme learning outcomes relate to the award standard, and how the award standard relates to the National Framework of Qualifications (and, if the examiner is from outside Ireland, how the NFQ relates to the other HE Qualifications Frameworks with which s/he may be familiar).
- h) Understand the programme assessment strategy and procedures, the grading system and how awards are classified.
- i) Understand the principles of learning-outcome-based criterion-referenced assessment.

Such induction visits should occur before the External Examiner commences assessment activities.

## **5. Number of External Examiners**

- 5.1 The Institute shall ensure that sufficient External Examiners are appointed so that it can be satisfied that:
- (a) the standard of its programmes and learner performances can be adequately moderated and
  - (b) the assessment, examination and determination of award processes are being fairly and consistently conducted.
- 5.2 Extern Examiners are normally appointed as Programme Extern Examiners, with responsibility for an entire programme, or a range of programmes. Where the number of learners on a programme is large, a Programme Extern Examiner may be appointed for specific stage(s) of the programme. In these cases the Extern Examiner(s) concerned should deal with all modules in the relevant stage(s) of the programme(s), and should approach the task with a view to ensuring that each learner's performance in the programme as a whole is properly assessed, without undue emphasis on individual module performance, subject to the requirements of the Institute's Marks and Standards and other assessment related quality assurance procedures.
- 5.3 In some Level 8 and Level 9 programmes, and in some other programmes, Extern Examiners may be appointed as Module Extern Examiners, with responsibility in relation to specific modules. Module Extern Examiners are required to ensure that each learner's overall performance in the programme as a whole is properly assessed, without undue emphasis on performance in an individual module for which they have been appointed, subject to the requirements of the Institute's Marks and Standards and other assessment related quality assurance procedures.
- 5.4 Where External Examiners are appointed on a programme basis, there shall normally be two External Examiners appointed for each programme.
- 5.5 Where External Examiners are required to act as a team, the Institute shall ensure that such External Examiners have an opportunity to meet prior to a final Board of Examiners meeting.

## **6. Assessment**

- 6.1 External Examiners should attend the Institute at the time of determination of results and at such other times as may be determined by the Institute in consultation with the External Examiner for the purpose of assessing the standard of the programme and/or the standard of learner performance.
- 6.2 External Examiners shall determine, in their expert judgement if the assessment procedures are fair and consistent and in accordance with the appropriate standards.
- 6.3 External examiners shall ensure that, during the proposed tenure, all significant elements of the programme(s) with which they are involved have been adequately assessed. The External Examiner shall pay particular attention to award years of a programme.
- 6.4 External Examiners shall decide, in consultation with the Heads of School/Department:

- the particular draft examination papers, model answers and marking schemes (s)he wishes to review prior to the examination.
- the particular marked examination scripts (s)he wishes to consider
- the nature and content of other assessment material (s)he wishes to consider, including course work.

The Head of School/Department shall ensure that such material is provided to the External Examiner in good time.

It shall be the duty of External Examiners to see the drafts of all examination question papers, marking schemes, worked solutions etc., before the question papers are sent for printing. External Examiners shall have the right to make such suggestions, criticisms, deletions, additions and amendments as they deem appropriate.

The internal and external examiners shall endeavour to arrive at a consensus opinion on contentious issues.

- 6.5 An Internal Examiner or Head of School/Department may request that examination scripts and/or other assessment materials be examined, subject to a reasonable quantity of such material being examined.
- 6.6 Having consulted with the Internal Examiner(s), where an External Examiner wishes to carry out a viva-voce on candidates, (s)he shall notify the Institution in good time to allow appropriate arrangements to be made.

## **7. Boards of Examiners**

- 7.1 Meetings of Board of Examiners are held for the purpose of deciding individual candidate's results at such times as the Institute may determine.
- 7.2 The External Examiner should attend the Institute on the day prior to the meeting of the Board of Examiners, or at such other times as may be agreed by the Institute and the External Examiner, for the purpose of
- reviewing the proposed results for the programme as a whole.
  - reviewing module/subject performance with Internal Examiners, including marked scripts, project work or continuous assessment material, as required.
  - reviewing borderline cases and, if necessary, interview such candidates.
  - carrying out a viva-voce examination, if required.
  - agreeing with the respective Internal Examiner(s) the proposed final marks/grades for consideration by the appropriate Board of Examiners.
  - attending appropriate meeting(s) of the Board of Examiners as required.

The Registrar/Head of School/Department shall provide the External Examiner with suitable statistical information, where available, to assist in this process.

- 7.3 The External Examiner shall indicate on the Module/Subject marks sheet any individual scripts, project work, or continuous assessment material reviewed by her/him as part of the assessment process, together with any adjustment to the marks/grades as proposed by the Internal Examiner. Efforts should be made to achieve consensus with the Intern Examiner in regard to such proposed amendments.
- 7.4 Where the External Examiner proposes adjustments to the results of a group of learners as a whole, (s)he shall consult with the Internal Examiner and Head of School/Department in advance of the meeting of the Board of Examiners. Efforts should be made to achieve consensus in relation to such proposed amendments.
- 7.5 The External Examiner should attend the meeting of the Board of Examiners.
- 7.6 The External Examiner may comment on such matters relating to individual learner performance, module/subject performance, or programme performance as (s)he deems necessary. The Board of Examiners shall give due consideration to such comments.
- 7.7 The External Examiner may request to have her/his dissenting opinion on any matter recorded on the Broadsheet.
- 7.8 The External Examiner should sign the Broadsheet of Results. Such a signature indicates that the External Examiner participated in the Board of Examiners as a member of the Board, and conveys no further status on the significance of individual learner results.

## **8. Reporting Arrangements**

- 8.1 Following the assessment/examinations, the External Examiner should provide a report to the Registrar or his/her nominee of the Institute by 1 October of each year on the standard form provided by the Institute.
- 8.2 The External Examiner may, in addition submit a written report to the Registrar/Head of School on such other matters as (s)he deems appropriate, and may request that such matters be investigated by the Institute.
- 8.3 The Registrar shall provide a copy of the External Examiners report to the Head of School/Department, and invite written comments and details of any proposed action to be taken, on foot of the External Examiners report.
- 8.4 The Registrar shall forward a copy of these comments and details of proposed action to the External Examiner in order to provide feedback to him/her. The Registrar shall also forward these to the Academic Council.

- 8.5 On completion of his/her term of office the External Examiner should submit a general report to the President or nominee on his/her opinion of the standards of the programme and learner performance.

**APPENDIX 8.1****External Examiners Duties****1.0 *General***

External Examiners are appointed by the Institute to ensure adequacy of standards at examinations leading to HETAC awards. In particular, External Examiners should ensure that the appropriate standards with regard to honours classification are applied and that comparability of standards between institutions should be achieved and maintained as far as is feasible.

**2.1 *Programme External Examiners***

Extern Examiners are normally appointed as Programme Extern Examiners, with responsibility for an entire programme, or a range of programmes. Where the number of learners on a programme is large, a Programme Extern Examiner may be appointed for specific stage(s) of the programme. In these cases the Extern Examiner(s) concerned should deal with all modules in the relevant stage(s) of the programme(s), and should approach the task with a view to ensuring that each learner's performance in the programme as a whole is properly assessed, without undue emphasis on individual module performance, subject to the requirements of the Institute's Marks and Standards and other assessment related quality assurance procedures.

**2.2 *Module External Examiners***

In some Level 8 and Level 9 programmes, and in some other programmes, Extern Examiners may be appointed as Module Extern Examiners, with responsibility in relation to specific modules. Module Extern Examiners are required to ensure that each learner's overall performance in the programme as a whole is properly assessed, without undue emphasis on performance in an individual module for which they have been appointed, subject to the requirements of the Institute's Marks and Standards and other assessment related quality assurance procedures.

### 3.0 ***Specific Duties of External Examiners***

It shall be the duty of External Examiners to see the drafts of all examination question papers, marking schemes, worked solutions etc., before the question papers are sent for printing. External Examiners shall have the right to make such suggestions, criticisms, deletions, additions and amendments as they deem appropriate. Traceability in this regard can be facilitated by the External Examiners utilising the Template for External Examiners Comments included below.

The Institute requires that External Examiners see a representative sample of examination material presented by candidates, including borderline cases. The sample, which should be drawn on a basis agreed between the Internal and External Examiner(s), should include sufficient material to enable the External Examiner(s) to form a judgement as to the appropriateness of the marking at all levels of classification.

The internal and external examiners shall endeavour to arrive at a consensus opinion on contentious issues.

### 3.1 **Visit to Institution**

All Programme Extern Examiners and Module Extern Examiners will normally be required to visit the Institute twice in each academic year. These visits will, normally, take place at the time of determination of first semester and second semester results in January and June, and it should conform to the arrangements made in this regard by each School. Extern Examiners should endeavour to discharge by correspondence as much of their work (including finalisation of examination papers and/or other tests) as it is feasible to perform in this manner.

When visiting the Institute, the duties of External Examiners shall be as follows:-

- to review the proposed results for the programme as a whole.
- to review module/subject performance with Internal Examiners, including marked scripts, project work or continuous assessment material, as required.
- to review borderline cases and, if necessary, interview such candidates.
- to carry out a viva-voce examination, if required.
- to agree with the respective Internal Examiner(s) the proposed final marks/grades for consideration by the appropriate Board of Examiners.
- to attend appropriate meeting(s) of the Board of Examiners as required.

### 3.2 ***Oral/Performance based Examinations***

Where oral/performance based examinations constitute a substantial part of the assessment procedure and are conducted in the absence of an External Examiner(s), the proceedings of any such examination or assessment conducted entirely by Intern Examiners should be recorded on video or audio-tape and an appropriate sample of the recordings sent to the External Examiner(s), or, if the External Examiner(s) so require, retained in the institution for scrutiny by the External Examiner(s). Alternatively, where special circumstances so require, the Internal and External Examiner(s) together may examine a representative sample of the candidates concerned.

### 3.3 ***External Examiners' Reports***

External Examiners are required to submit to the Registrar, not later than 1st October in each year, a full report on the examinations with which they are involved. One report covering the academic year will normally be sufficient. The report should be submitted in accordance with the standard Report Form supplied by the Institute.

### 3.4 ***Communications between the Institute and External Examiners***

External Examiners are required to acknowledge receipt of examination and assessment material received from the Institute. All remote communications between the Institute and External Examiners, in relation to these matters shall be by registered mail, or other secure means of delivery. The Institute should ensure that all such mail is securely sealed, whether circulated internally or through the post. Communication by any other method is prohibited.

### **Criteria for the Nomination and Appointment of External Examiners**

- 1 The primary criterion is that an external examiner nominated for appointment should be a person of academic or professional distinction and whose association with a particular programme(s) could be considered to enhance the standing of the programme(s).
- 2 External examiners should be drawn from academic life and, where appropriate, from business, industry and professional practice. External examiners drawn from business, industry or professional practice should be of senior standing in their fields.
- 3 External examiners should be suitably qualified with a minimum of an honours degree or equivalent. They should have both current and relevant experience in the areas of industry, education or research. External examiner nominations /appointments should be such as to ensure maximum objectivity in relation to the institutions to which they are nominated.
- 4 Academics may be nominated from higher education institutions in Ireland and abroad. The Institute should seek to draw nominations from a variety of other institutions, and within a single discipline should avoid multiple nominations from the same institution.
- 5 Normally, an external examiner drawn from academic life should hold an academic qualification, in the appropriate discipline, to a higher level than that of the programme(s) to which he/she has been nominated. In the case of academics being nominated as external examiners for a degree or postgraduate programme in Letterkenny Institute of Technology they should, in general, be associated with programmes of a similar level in their own institute.
- 6 Due cognisance should be taken for the desirability of gender balance when nominating teams of external examiners. The teams should also be balanced between academics and persons from business, industry or professional practice.
- 7 It is wholly inappropriate for individuals to canvass colleges/institutions on their own behalf for the purpose of seeking a nomination as an external examiner.
- 8 Timescale: External examiners should not normally exceed more than one appointment period (3 years) on a programme and not more than two appointment periods within the system. External examiners who have served for two appointment periods or more should not be considered for re-nomination until a minimum of three years has elapsed.



**lyit**

**Institiúid Teicneolaíochta Leitir Ceannainn**  
 Letterkenny Institute of Technology

### Template for External Examiners Comments

<b>Extern Examiner:</b>
<b>Programme(s):</b>
<b>Date:</b>

<b>Module Title:</b>	<b>Examination Session:</b>
<b>Extern Examiners Comments:</b>	
<b>Intern Examiners Actions:</b>	
<b>Intern Examiner's Signature:</b>	

<b>Module Title:</b>	<b>Examination Session:</b>
<b>Extern Examiners Comments:</b>	
<b>Intern Examiners Actions:</b>	
<b>Intern Examiner's Signature:</b>	

<b>Module Title:</b>	<b>Examination Session:</b>
<b>Extern Examiners Comments:</b>	
<b>Intern Examiners Actions:</b>	
<b>Intern Examiner's Signature:</b>	

<b>Module Title:</b>	<b>Examination Session:</b>
<b>Extern Examiners Comments:</b>	
<b>Intern Examiners Actions:</b>	
<b>Intern Examiner's Signature:</b>	


**lyit**
**Institiúid Teicneolaíochta Leitir Ceannainn**  
**Letterkenny Institute of Technology**

## Appendix 8.2

**Extern Examiner:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Programme:** \_\_\_\_\_  
**Modules(s):** \_\_\_\_\_  
**Date of Visit:** \_\_\_\_\_

- |     |  |            |     |           |     |            |       |
|-----|--|------------|-----|-----------|-----|------------|-------|
| 1.  | Did you receive appropriate programme documentation such as approved programme schedules/syllabus details?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 2.  | Have the subjects/programmes met their stated aims and learning outcomes?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 3.  | Did you have the opportunity to comment on draft examination papers?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 4.  | Were your comments taken into consideration?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 5.  | Did you receive the draft examination paper(s) in sufficient time?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 6.  | Did you receive marking schemes, model answers or guideline solutions where appropriate?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 7.  | Was there an appropriate spread of marks?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 8.  | Did you receive a representative sample of examination scripts and other material presented for assessment e.g. continuous assessment, coursework, project material? | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 9.  | If you received a sample, were you consulted about the sampling criteria?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 10. | Were you given sufficient time for moderation?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 11. | Did you have access to all the assessed coursework you needed to see?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 12. | Was the standard of marking in assessed coursework satisfactory?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 13. | Did you participate in any viva voce examinations?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 14. | Were you satisfied with the conduct and outcome of the viva voce examinations?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 15. | Did you attend the examination board meeting?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 16. | Was the organisation and conduct of these meetings satisfactory?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 17. | Were you satisfied that all candidates were dealt with fairly and objectively?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 18. | In your experience, were the standards of award made comparable with other colleges/institutions?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 19. | In your experience, was the level of attainment comparable with other colleges/institutions?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 20. | Were the standards achieved comparable with previous years?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 21. | If this is your first year, did you have access to any reports from previous Extern Examiners?   | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |
| 22. | Had all points of concern raised by you or other Extern Examiners been dealt with satisfactorily?  | <b>YES</b> | ___ | <b>NO</b> | ___ | <b>N/A</b> | _____ |

**Please comment on those questions to which you answered no on the previous page.**

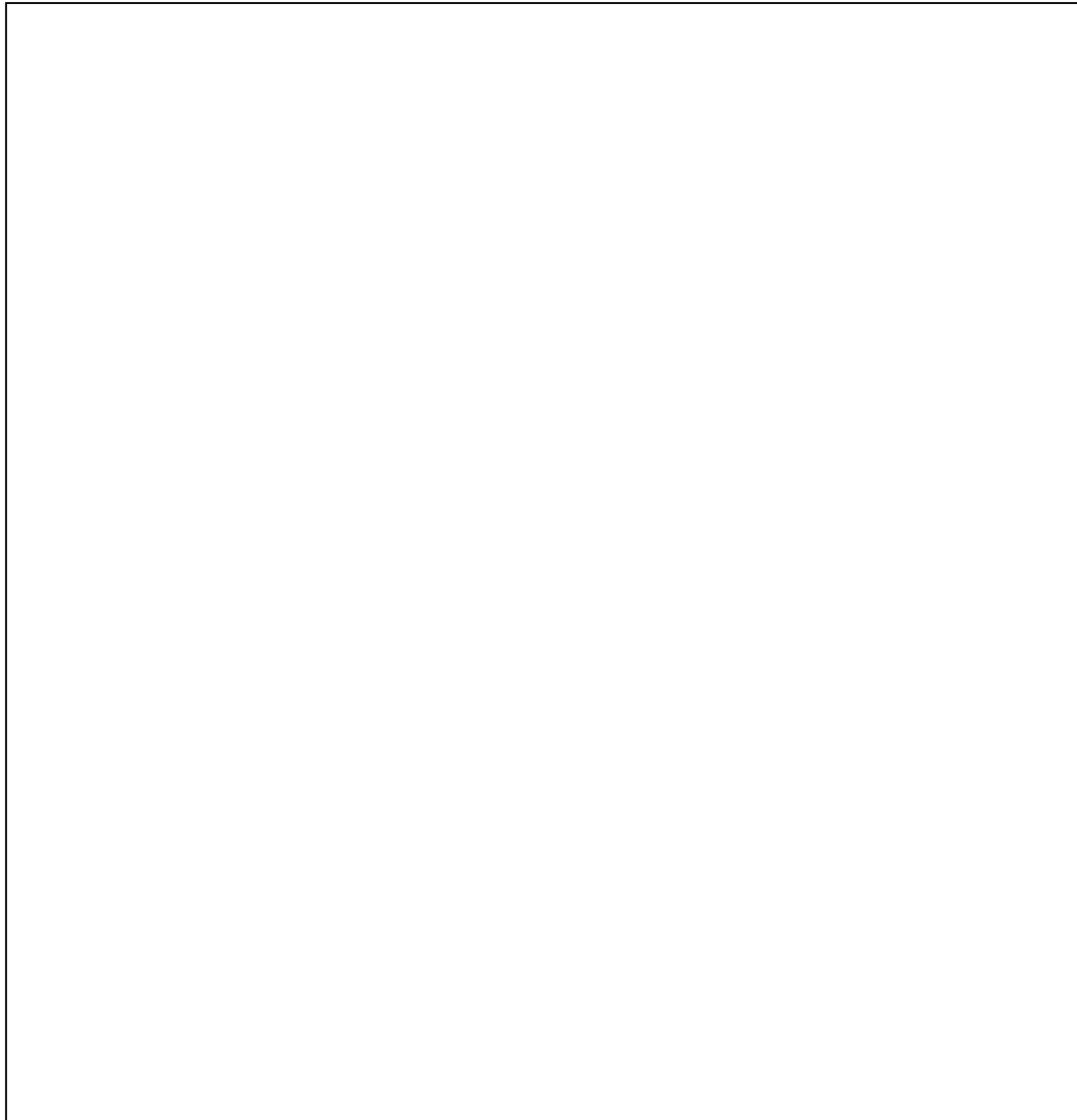
**Please comment on the standards and relevance of the programme(s) in national and, if appropriate, international terms.**

**Please comment on the appropriateness of the assessment method(s) in the subjects/programmes you examined.**

**Please give your observations on the School/Department, its teaching quality, learning outcomes, resources and administration.**

**Aspects worthy of commendation**

**Extern Examiners' reports are a critical element of the Institute's on-going monitoring and review of the education programmes that it delivers. In this Quality Assurance context, please outline weaknesses that need to be addressed, and any suggestions for improvements to the programmes.**



Unless you signify an objection, this report will be seen by a number of people (inside and outside) the Institute with responsibilities related to Quality Assurance.

**To: Registrar  
Letterkenny Institute of Technology  
Port Road  
Letterkenny  
Co. Donegal**