

## Monitoring of Academic Quality Assurance System.

**Contents:**

<b>7. PROCEDURES .....</b>	<b>3</b>
7.1 RESPONSIBILITY:.....	3
7.2 PROGRAMME COMMITTEE .....	3
7.3 MONITORING OF PROGRAMME[S] .....	4
7.4 THE STUDENT REPRESENTATIVE .....	4
7.5 EXAMINATION BOARDS .....	5
7.6 LEARNER APPRAISAL OF MODULES .....	5
7.7 ASSOCIATE LECTURERS EVALUATION OF MODULE .....	6
7.8 EXTERNAL EXAMINERS' REPORT .....	6
7.9 APPRAISAL OF TEACHING VENUES .....	6
7.10 QUALITY ASSURANCE RECORDS .....	7
7.11 ADMINISTRATIVE QUALITY ASSURANCE RECORDS .....	7
7.12 ACADEMIC QUALITY ASSURANCE RECORDS .....	7
7.13 MANAGEMENT OF ACADEMIC QUALITY ASSURANCE RECORDS.....	8

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<b>Description:</b>	Revision
<b>Issued by:</b>	Quality Co-ordinator
<b>Approved by:</b>	Quality Co-ordinator



## 7. PROCEDURES

### 7.1 Responsibility:

7.1.1 The Dir. Academic Admin. shall be responsible for the implementation of this procedure.

### 7.2 Programme Committee

7.2.1 A key responsibility of the Programme Committee shall be the monitoring of the ongoing delivery of programme[s] and the introduction of improvements. See procedure ref: AP/407.03 [The Programme Committee]

7.2.2 The following personnel shall be entitled to attend the Programme meeting:

- Dir. Academic Admin.
- Administrator
- Associate Lecturers
- Academic Supervisors
- Student Representative [1]
- Quality Manager
- and including any other person invited to attend a particular meeting.

7.2.3 The Programme Committee shall, on behalf of the Academic Council:

- a. monitor and review the provision of the course content delivered at the individual modules.
- b. ensure that Module Learning Outcomes listed in the module descriptor are congruent with the Programme Learning Outcomes, see attachment 5.1
- c. review assignments and other coursework produced by students in part fulfilment of modules.
- d. monitor and review marks awarded and the feedback given to student on assignments presented.
- e. review student evaluations of modules
- f. review the Module Managers [Associate Lecturers] report on individual modules
- g. review and make recommendations on all proposals for new academic programmes, new academic qualifications and major changes to existing programmes and proposals to modify existing modules
- h. monitor the approach by which Associate Lecturers [module managers] exercise their delegated authority over minor updates to modules for which they are responsible
- i. oversee and monitor the review and evaluation of modules that form part of the QQI validated programme to ensure continuous enhancement of quality assurance processes
- j. oversee and monitor the review and evaluation of new academic programmes and qualifications

7.2.4 The monitoring and review of programme[s] by Programme Committee shall be assisted by appropriate inputs. These inputs include:

- a) Quality Co-ordinator
- b) Programme Committee
- c) Report by Extern Examiner
- d) Programme monitoring /review data
- e) Module evaluations by Students
- f) Module evaluation by the Module Managers
- g) Feedback from the Student Forum

### **7.3 Monitoring of Programme[s]**

7.3.1 The monitoring of programmes involves the ongoing evaluation of programme delivery.

7.3.2 The experience gained from delivering the programme shall be evaluated in the context of the programme's aims.

7.3.3 This investigation of the programme shall focus on the links between the subject of the modules, the demands on the learners, and the coherence of the programme delivered.

7.3.4 The Institute is committed to involving both learners, teaching and academic support staff in its Quality Assurance system.

7.3.5 The administrator shall ensure that the Programme Committee is furnished with the necessary collected data to assist in identifying possible changes in programme quality.

7.3.6 Data for consideration at the programme board shall include entry standards, demographic data, achievement in individual modules, overall achievement and completion rates.

7.3.7 Key performance data shall be reflected in the Programme Board Annual Monitoring Report.

7.3.8 The Programme Committee shall complete an annual Monitoring Report for consideration by the Academic Council.

7.3.9 An Index of Monitoring Instruments: Academic Quality Assurance Management System is attached to this procedure. See procedure ref: SA/410.01 – *Control of Academic Quality Assurance Support Systems* [see also attachment 5.1].

### **7.4 The Student Representative**

7.4.3 The student representative shall be elected in accordance with procedure ref: AP/407.10 [Student Participation and Feedback]

7.4.4 The student representative through participation in Programme Committee shall have a direct role to play in monitoring and reviewing programme[s] of study.

7.4.5 The representative shall be expected to express the views of learners on programme information, assessment metrics, programme organisation and delivery and associated services.

## **7.5 Examination Boards**

7.5.1 The Exams Board shall be constituted on the same basis as the programme Committee, but shall not include the student representative.

7.5.2 The Examinations Board shall be primarily concerned with the individual learner's academic performance. See procedure reference AP/407.06 – *External Examiner and Examination Boards*.

## **7.6 Learner Appraisal of Modules**

7.6.1 A formal learner appraisal of subjects / modules shall be undertaken towards the end of the delivery of each module using the appraisal questionnaire: Student Evaluation of Modules, see procedure AP/407.08 – Evaluation of Modules, [see also attachment 5.2]

7.6.2 Questionnaire shall be designed to elicit the learners' views on:

- a) effectiveness of communication
- b) the organisation and content of the module
- c) presentation of module
- d) academic support
- e) learning resources
- f) general evaluation and suggestions.

7.6.3 It is an Institute policy that learners are given the opportunity to complete the evaluation form anonymously.

7.6.4 The module manager shall summarise the student evaluations and shall present the summary of responses for consideration at the programme committee.

7.6.5 In addition, the Institute module managers shall be encouraged to employ a wide range of assessment instruments and techniques designed to improve teaching and learning, such as:

- Assignments
- Discussion groups
- Questionnaires
- Peer and self-assessment of work against assessment criteria
- Multiple-choice questionnaires
- The 'Three Questions' technique
- Synergogy: Clarifying Attitudes Design;

7.6.6 Assessment shall also be carried out using validated published, international questionnaires [source: The International Journal of Higher Education Research], such as:

- The Students' Evaluation of Education Quality [SEEQ] - see attachment 5.3

7.6.7 The module manager's summary of the Learner Survey is a critical element in the ongoing monitoring of programmes. The Programme Committees Annual Monitoring Report shall reflect important issues raised via learners' appraisal of subjects / modules where actions taken and planned should be identified.

7.6.8 Copies of all appraisals shall be filed by the Administrator in the file held for each specific module.

7.6.9 The above files are part of the quality records system and shall be made available for inspection by the internal and external auditor teams.

## **7.7 Associate Lecturers Evaluation of Module**

7.7.1 On completion of the module the Module Manager/Associate Lecturers shall complete a questionnaire: 'Associate Lecturers Evaluation of Module' (see attachment 5.4).

7.7.2 The purpose of this survey is to obtain the views of the Associate Lecturers on the operation of the module.

7.7.3 The lecturer is required to assign a rating to a range of issues relating to management / running of the module.

7.7.4 Section 4 of this form shall be complete with the aid of the contents of the Student Evaluation forms

7.7.5 The Associate Lecturers shall forward the above evaluation reports to the Dir. Academic Admin. for processing.

## **7.8 External Examiners' Report**

7.8.1 The Report Form for Extern Examiners is a critical element of the ongoing monitoring of programmes. It is a detailed report and provides important information for consideration at both programme board and Academic Council level. See procedure ref: AP407.06 – *External Examiner and Examination Boards*, see also attachment 5.5

7.8.2 The Institute requires that the issues raised by extern examiners be addressed in the Programme Committees' Annual Monitoring Report.

## **7.9 Appraisal of Teaching Venues**

7.9.1 The Dir. of Academic Admin. shall be responsible for the selection and vetting of suitable venues for the holding of courses. See: procedure ref: SA/406.06 – *Vetting of Venues*.

7.9.2 To be eligible for selection venues must meet with the minimum criteria for selection as detailed on the 'Venue Assessment Form'.

7.9.3 Where a venue has met with the criteria for selection it shall be registered on the 'List of Approved Venues'.

7.9.4 The 'List of Approved Venues' is a quality document and shall be made available for viewing to the auditors.

7.9.5 At the end of each Academic year the Dir. of Academic Admin. with the aid of 'Module Evaluation Records' [procedure ref: AP/407.08 Evaluation of Modules] shall review the 'List of Approved Venues'.

7.9.6 This review shall be based on the following elements:

- a. quality of the teaching environment
- b. adequacy of the breakout rooms / areas
- c. quality of the equipment provided
- d. management of acoustics, heating, lighting and ventilation
- e. level of catering for tea breaks / lunches
- f. views and comments of student and teaching staff

7.9.7 Where a venue is found to be unsatisfactory the Dir. of Academic Admin. shall meet with the venue management to discuss the problem and if possible agree a solution.

## **7.10 Quality Assurance Records**

7.10.1 There are two forms of Quality Assurance Records:

- Administrative Quality Assurance Records

and

- Academic Quality Assurance Records

## **7.11 Administrative Quality Assurance Records**

7.11.1 These records relate to the day to day running of the administration department. They are a record of the administrative and financial management of the Institute.

7.11.2 The administrator shall be responsible for the management of all records relating to 'Administrative Quality Assurance Records' [See attachment 5.1]

7.11.3 The above records shall be properly maintained as specified in their respective procedures.

7.11.4 The Quality Co-ordinator shall be responsible for the processing of the above quality assurance documents, see procedure MS/403.08

## **7.12 Academic Quality Assurance system**

7.12.1 Academic Quality Assurance systems relate to the running of the Academic side of the Institute.

7.12.2 The Director of Academic Administration and Student Affairs shall be responsible for the management of Academic Quality Assurance system. [See attachments 5.2]

7.12.3 The above system shall be properly maintained as specified in their respective procedures.

7.12.4 The Director of Academic Administration and Student Affairs shall be responsible for the processing of all Academic Quality Assurance and presenting them for discussion at the relevant meetings such as: Examination Boards; Programme Meetings; and Academic Council Meetings.

### **7.13 Management of academic quality assurance records**

7.13.1 All records generated through the Monitoring of Academic Quality Support Systems shall be regarded as quality assurance records and shall be filed by the Administrator in the appropriate filing cabinets which have been set aside for the purpose of storing all such documentation. They shall be managed in accordance with procedures ref: SA/410.01. *Control of Academic Quality Assurance Records*

7.13.2 All such files shall be held in the strictest confidence and shall not be disclosed outside the Institute except in the instance of requiring inspection by an Audit Team from QQI.

7.13.3 Access to the quality records system shall be controlled by the Administrator.

**SAMPLE**

Attachment 5.1

Index of Academic Quality Assurance - Monitoring Instruments.

Ref: AP/407.14 – 7.3.9

[Page 1 of 2]

Ref:	Document ref:	Description	Responsible
	<b>SA/406.06 Vetting of Teaching Venues</b>		
1.	SA/406.06 – 7.2.2	Venue Assessment Form	Dir. of Academic Admin.
2.	SA/406.06 – 7.2.3	List of Approved Teaching Venues	Dir. of Academic Admin.
	<b>SA/406.07 Recruitment, Selection of Staff</b>		
3.	SA/406.07 – 7.5.9	Criteria for Selection [Teaching & Academic Supervisors]	Dir. Academic Admin.
4.	SA/406.07 – 7.7.4	Interview [new Academic Staff] – preliminary score sheet	Dir. Academic Admin.
	<b>AP/407.02 Academic Council</b>		
5.	AP/407.02 – 7.7.3	Exceptional Entry Form	Dir. Academic Admin.
6.	AP/407.02 – 7.9.4	Code of Conduct [Academic Council]	Chair Academic Council
	<b>AP/407.05 Student Access &amp; Transfer</b>		
7.	AP/407.05 – 7.8.1	Post Graduate Application Form	Dir. Academic Admin.
	<b>AP/407.06 External Examiner &amp; Boards</b>		
8.	AP/407.06 – 7.2.3.	External Examiner Nomination Form	Dir. Academic Admin.
9.	AP/407.06 – 7.5.2	External Examiners Report	External Examiner
10.	AP/407.06 – 7.5.3	Explanatory Notes - External Examiners Report	External Examiner
11.	AP/407.06 – 7.5.4	External Examiners' Report Checklist	External Examiner
12.	AP/407.06 – 7.11.1	Agenda for Examinations Board.	Dir. Academic Admin.
13.	AP/407.06 – 7.11.2	Explanatory Notes - Examinations Board	Dir. Academic Admin.
	<b>AP/407.07 Management of Modules</b>		
14.	AP/407.07 – 7.7.1	Schedule of Modules	Dir. Academic Admin.
15.	AP/407.07 – 7.8.3	Module Booking Form	Administrator
	<b>AP/407.08 Evaluation of Modules</b>		
16.	AP/407.08 – 7.2.1	Student Evaluation of Module:	Associate Lecturer
17.	AP/407.08 – 7.2.6	Student Evaluation of Educational Quality [SEQ]	Associate Lecturer
18.	AP/407.08 – 7.3.1	Associate Lecturers Evaluation of Module'	Associate Lecturer
	<b>AP/407.09 Assessment of Assignments and Dissertations</b>		
19.	AP/407.09 - 7.4.1	Assignment – Marking Scheme	Associate Lecturer
20.	AP/407.09 - 7.7.1	Assignment Grading System and Rationale	Associate Lecturer
21.	AP/407.09 - 7.8.1	Feedback Format	Associate Lecturer
22.	AP/407.09 - 7.11.1	Dissertation Supervision - Meeting Log	Academic Supervisor
23.	AP/407.09 - 7.12.2	Criteria for Assessment of M.Sc. Dissertation	Academic Supervisor
24.	AP/407.09 - 7.12.4	Vivae Voce Marking Sheet	Academic Supervisor

**Index of Academic Quality Assurance - Monitoring Instruments. *Continued.../***

Ref: AP/407.14 – 7.3.9

[Page 1 of 2]

Ref:	Document ref:	Description	Responsible
	<b>AP/407.10 Student Participation &amp; Feedback</b>		
25.	AP/407.10 - 7.7.1	Agenda – Student Forum	Administrator
	<b>AP/407.11 Student Complaints</b>		
26.	AP/407.11 – 7.5.1	Complaints Form	Dir. Academic Admin.
27.	AP/407.11 – 7.6.2	Student Complaints Register:	Administrator
	<b>AP/407.14 Monitoring of Academic Quality Support Systems</b>		
28.	AP/407.14 – 7.3.9	Index of Quality Monitoring Instruments	Dir. Academic Admin.
29.	AP/407.08 – 7.2.1	Student Evaluation of Modules	Associate Lecturer
30.	AP/407.08 – 7.2.6	Student Evaluation of Educational Quality [SEEQ}	Associate Lecturer
31.	AP/407.08 – 7.3.1	Associate Lecturers Evaluation of Module'	Associate Lecturer
32.	AP/407.06 - 7.5.2	External Examiners Report	External Examiner
	<b>AP/407.15 Academic Programme Development and Review</b>		
33.	AP/407.15 – 5.1	Template Module Outline:	Dir. Academic Admin.
34.	AP/407.15 – 5.2	Flow Chart - Academic Prog. Planning	Dir. Academic Admin.
35.	AP/407.15 – 5.3	Issues for Consideration - Review Panel:	Dir. Academic Admin.
36.	AP/407.03 – 5.1	Draft Course Learning Outcomes	Dir. Academic Admin.

Updated GG - 18/01/2017

**SAMPLE**

Attachment 5.2

**Student Evaluation of Module**

ref: AP/407.08 – 7.2.1

You are requested to indicate your agreement or disagreement with a series of statements on issues relating to the presentation of a module as you experienced it. Please return the completed form to the Lecturer.

Please do not sign your name to this form – thank you.

**Part 1 Module Details**

1.1	<b>Module Title:</b>	
1.2	<b>Date:</b>	
1.3	<b>Venue:</b>	

**Part 2. Effectiveness of Communication**

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree

		1.	2.	3.	4.	N/A
2.1	The lecturer had a sound knowledge of the subject matter.					
2.2	Lecturing staff were good at explaining the subject matter of this module.					
2.3	Lecturing staff are enthusiastic about the subject matter.					
2.4	The pace of the lecture was right for me.					
2.5	The level of the class interaction was appropriate.					
<b>Additional comments on the above?</b>						

**Part 3. Organisation and Management**

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree

		1.	2.	3.	4.	N/A
3.1	The module material was delivered in a coherent sequence					
3.2	There was an appropriate balance of time allocated to the different components of the module.					
3.3	Any changes to this module were communicated effectively in advance.					
3.4	The work load for this module was reasonable					
<b>Additional comments on the above?</b>						

**Part 4. Academic Support**

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree.

		1.	2.	3.	4.	N/A
4.1	I received sufficient guidance and support to enable me to complete this module					
4.2	I received adequate and informative answers to all my questions					
4.3	There were sufficient material notes, handouts, work sheets available for this module.					
4.4	Any online resources provided for this module proved useful.					
<b>Additional comments on the above?</b>						

**Part 5. Learning Resources**

Please tick appropriate box

1 strongly disagree; 2 disagree; 3 agree; 4-strongly agree

		1.	2.	3.	4.	N/A
5.1	Library resources (required texts reading materials, data bases etc.) for this module are sufficient					
5.2	The IT resources for this module are sufficient					
5.3	The plenary room and working group rooms for this module were of a good quality					
<b>Additional comments on the above?</b>						

**Part 6. General evaluation and suggestions**

No personal comments in regard to other students or staff should be made

6.1	Good features of the module components:	
6.2	Weaknesses of the module:	
6.3	Suggestions for improvement:	

**Thank you for your feedback, your observations will be useful for improving this module.**

**SAMPLE**

Attachment 5.3

**Student Evaluation of Education Quality [SEEQ]:** ref: AP/407.14 – 7.6.6

Source: The International Journal of Higher Education Research:

Please use the following scale to evaluate the first 26 statements where:

[1. Strongly Disagree, 2. Disagree, 3. Neutral, 4. Agree, 5. Strongly Agree)

		1.	2.	3.	4.	5.
	<b>Learning:</b>					
1.	I have found the module intellectually challenging and stimulating.					
2.	I have learned something which I consider valuable.					
3.	My knowledge and understanding of the subject has increased as a consequence of this module.					
4.	I have learned and understood the subject materials of this module.					
	<b>Enthusiasm:</b>					
5.	Lecturer was enthusiastic about teaching the module.					
6.	Lecturer was dynamic and energetic in conducting the module.					
7.	Lecturer enhanced presentations with the use of humour.					
8.	Lecturer's style of presentation held my interest during the module.					
	<b>Organisation:</b>					
9.	Lecturer's explanations were clear.					
10.	Module materials were well prepared and carefully explained.					
11.	Proposed objectives agreed with those actually taught so I knew where module was going.					
12.	Lecturer gave lectures that facilitated taking notes.					
	<b>Group Interaction:</b>					
13.	Students were encouraged to participate in class discussions.					
14.	Students were invited to share their ideas and knowledge.					
15.	Students were encouraged to ask questions and were given meaningful answers.					
16.	Students were encouraged to express their own ideas and/or question the Lecturer.					
	<b>Individual Rapport:</b>					
17.	Lecturer was friendly towards individual students.					
18.	Lecturer made students feel welcome in seeking help/advice in or outside of class.					
19.	Lecturer had a genuine interest in individual students.					
20.	Lecturer was adequately accessible to students during office hours or after class.					

**Student Evaluation of Educational Quality [SEEQ] cont..../**

		1.	2.	3.	4.	5.
	<b>Breadth:</b>					
21.	Lecturer contrasted the implications of various theories.					
22.	Lecturer presented the background or origin of ideas/concepts developed in class.					
23.	Lecturer presented points of view other than his/her own when appropriate.					
24.	Lecturer adequately discussed current developments in the field.					
	<b>Assignments:</b>					
25.	Required readings/texts were valuable.					
26.	Readings, homework, assignments contributed to appreciation and understanding of subject.					

	<b>Overall</b>	<i>Very easy</i>	<i>Easy</i>	<i>Average</i>	<i>Difficult</i>	<i>Very Difficult</i>	<i>N/A</i>
27.	Compared with other modules I have had at the ISCE; I would say this module is:						
28.	Compared with other Lecturers I have had at the ISCE; I would say this Lecturer is:						
29.	As an overall rating, I would say this Lecturer is:						
	<b>Student and Module Characteristics:</b>	<i>Very easy</i>	<i>Easy</i>	<i>Average</i>	<i>Difficult</i>	<i>Very Difficult</i>	<i>N/A</i>
30.	Module difficulty, relative to other modules, was:						
		<i>Very light</i>	<i>Light</i>	<i>Average</i>	<i>Heavy</i>	<i>Very heavy</i>	<i>N/A</i>
31.	Module workload, relative to other modules was:						
		<i>Too slow</i>	<i>Slow</i>	<i>About right</i>	<i>Fast</i>	<i>Too fast</i>	<i>N/A</i>
32.	Module pace was:						
		0	1 - 5	6 - 10	11 - 15	16 - 20	> 20
33.	Hours required outside of class was:						

**Comments/Feedback:**

Please provide any additional comments or feedback:

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**SAMPLE**

Attachment 5.4

**Associate Lecturers Evaluation of Module**

ref: AP/407.08 – 7.3.1

On completion of the module the module manager shall be required to assign a rating to a range of issues relating to management / running of the module.

When completed this form together with the student evaluations should be returned to the Administrator for filing and safe keeping.

**Part 1 Module Details**

1.1	<b>Module Title:</b>	
1.2	<b>Date:</b>	
1.3	<b>Venue:</b>	

**Part 2 Organisation and Content** **Please tick appropriate box**

1 in need of O/A revision; 2 small changes required; 3 relevant for the time being.

	Are you satisfied with the module you have designed?	1.	2.	3
2.1	Structure of the module			
2.2	Relevance and content of syllabus			
2.3	Balance between theory; practical and case studies			
2.4	Time allocation to the different components			
2.5	Integration of module content into overall MSc.			
<b>Additional comments on the above?</b>				

**Part 3. Resources available for this module** **Please tick appropriate box**

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
3.1	Lecture Room					
3.2	Rooms/areas for working groups					
3.3	Equipment: Data projector; Sound; Flipcharts etc.					
3.4	Equipment quality					
3.5	Space for private discussion with students					
3.6	Ease of access and egress					
3.7	Car parking on site / adjacent locality					
<b>Additional comments on the above?</b>						

**Part 4. Student Feedback**

Please tick appropriate box

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

	Summarised by lecturer from Q 5.2	1.	2.	3.	4.	N/A
4.1	Did all students attend?					
4.2	Effectiveness of communications					
4.3	Organisation and management of module					
4.4	Academic Support					
4.5	Learning resources					
<b>Additional comments on the above?</b>						

**Part 5. Functioning of module team**

Please tick appropriate box

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
5.1	Operation of module team					
5.2	Communications between module team and programme committee					
5.3	Communications between the programme committee and the module committee					
5.4	Responsiveness of programme committee to suggestions by the module team					
<b>Additional comments on the above?</b>						

**Part 6. Quality of Venue as a teaching environment**

Please tick appropriate box

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
6.1	Appropriateness of Venue					
6.2	Assistance provide by Venue staff.					
6.3	General atmosphere: heating; lighting; ventilation					
6.4	Acoustics					
6.5	Toilets					
6.6	Access for disabled students					
6.7	Catering for breaks; teas/coffees; snacks					
6.8	Food for lunch: hot / cold					
6.9	Safety / security					
<b>Additional comments on above</b>						

**Part 7. Effectiveness of Institutes Management** **Please tick appropriate box**

1. unacceptable; 2. Acceptable; 3. Good; 4. very good.

		1.	2.	3.	4.	N/A
7.1	Academic leadership					
7.2	Academic planning					
7.3	Responsiveness to suggestions					
7.4	Administration of modules					
7.5	Provision of resources					
7.6	Communications with teaching associates					
7.7	Opportunities for staff development					
<b>Additional comments on the above?</b>						

**Part 8. General evaluation and suggestions**

**8.1 Strengths and Weaknesses**

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**8.2 Suggestions for improvement:**

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**Thank you for your feedback, your observations will be useful for improving this module.**

**SAMPLE**

Attachment 5.2

**External Examiners Report**

Ref: AP/407.06 – 7.5.2

**Cover Sheet**

	<b>External Examiners Report</b> <b>Year: .....</b> <b>Institute for Supply Chain Excellence</b>				
<b>Date</b>					
<b>Programme Details</b>	Programme reference				
	Award Title	M.Sc. Supply Chain Management			
	Modes of Delivery	Modules and Dissertation			
	Stage	Level 9			
<b>Classification, Distribution and Trends</b>		Current year	Previous Year	Previous Year	Previous Year
	% Higher Distinction				
	% Distinction				
	% Upper merit				
	% Lower merit				
	% Pass				
<b>Completion Rate Data</b>	Number of students in the programme				
	Number of 'active' students				
	Number of students completing this semester				
<b>External Examiner Details</b>	Name				
	Main Employment				
	Email Address				
	Other contact details				

**SAMPLE**

Template for External Examiners Report continued.../

[Page 2 of 2]

## External Examiners Report

1. The Evidence Considered:

2. Minimum Intended Programme Learning Outcomes:

3. Actual Attainment of Learners:

4. The Programme:

5. Assessment Procedures:

6. Trends:

7. Conclusions and Recommendations:

External Examiner \_\_\_\_\_

Date: \_\_\_\_\_

Source: QQI Effective Practice Guidelines for External Examining, Revised February 2015

See also support documentation in Procedure ref: AP/407.06 – *External Examiner and Examinations Boards*:

External Examiners' Report Checklist ref: AP/407.06 - 7.5.4  
Agenda for Examinations Board. ref: AP/407.06 – 7.11.1  
Explanatory Notes - Examinations Board ref: AP/407.06 – 7.11.2