**Exam Assessment Form, External Examiners**

Centre for African Studies, Copenhagen

According to the Examination Order (Eksamensbekendtgørelsen) section 61,3, the external examiner should ”submit a report on the examination process to the university and the chairmanship at the end of the examination period”.

We hereby ask you to fill out this form with your assessment at the conclusion of each exam.

Your assessment helps us to ensure that an ongoing follow up on how the exam is conducted and evaluation of the exam forms at CAS. The assessment will in the future form a contribution to the Chairmanship’s continuous counselling of the institution, including the annual report on the collective activity of the Board of External Examiners at CAS. Your assessment, together with that of the examiner, provides feedback to the study leadership on exam conditions and other academically relevant aspects of the education.

The form must be filled out immediately after each exam has been completed, and handed in to the External Examiners chairman Lone Lindholt [llcascensorformand@gmail.com](mailto:llcascensorformand@gmail.com), and [uddannelsesservice@teol.ku.dk](mailto:uddannelsesservice@teol.ku.dk)

We thank you in advance!

|  |  |
| --- | --- |
| **External Examiner’s name** |  |
| **At which exam did you serve as EE (education, subject)?** | * Compulsory course exam: * Optional course exam: * Thesis: * Other: |
| **Number of students** |  |
| **Exam term** | Summer: Winter: Year: |
| **Examiner** |  |
| **Student(s) name(s) (only assessment of MA thesis)** |  |
| **Number of exam papers (only course exams)** |  |
| **Grade (s)**  **(indicate no. of pass/no pass/no. of grades at each level of the 7-point grade scale)** |  |
| **Date of assessment** |  |

**1. Exam administration**

How do you rate the administration of the exam? (mark with X)

GOOD: \_\_ ACCEPTABLE: \_\_ LESS SATISFACTORY: \_\_

Comments and suggestions for improvements:

**2. Information on exam regulations, study curricula and course plans**

Do you feel sufficiently informed about the formal requirements/study curricula and course plans/literature for the exams in which you have participated? (mark with X)

YES: \_\_ TO SOME DEGREE: \_\_ NO: \_\_

Comments and suggestions for changes

**3. Allocated time standard for exams**

Are the allocated time standards and actual work requirement for preparation and conducting exams consistent? (mark with X)

YES: \_\_ TO SOME DEGREE: \_\_ NO: \_\_

Comments

**4. Assessment of the exam assignment(s) in terms of academic relevance for CAS**

How do you rate, on a general level, the academic relevance of the assignment(s) for CAS? (mark with X)

GOOD: \_\_ ACCEPTABLE: \_\_ LESS SATISFACTORY: \_\_ NOT SATISFACTORY: \_\_

Comments:

**5. Assessment of the literature applied**

How do you rate the relevance and amount of the literature applied by the student(s) in relation to the requirements for the exam (oral as well as written)? (mark with X)

GOOD: \_\_ ACCEPTABLE: \_\_ LESS SATISFACTORY: \_\_ NOT SATISFACTORY: \_\_

Comments:

**6. Assessment of other materials included (if applicable)**

How do you rate the relevance and quality of other materials which may have been included, i.e. supplementary literature, web pages, video/movies, data bases and the like? (mark with X)

INCREASED THE LEVEL / GOOD: \_\_

NEITHER GOOD NOR BAD: \_\_

LOWERED THE LEVEL / BAD: \_\_

Comments:

**7. Assessment of the academic standard**

What is your overall assessment of the academic standard of this exam? (mark with X)

GOOD: \_\_ ACCEPTABLE: \_\_ LESS SATISFACTORY: \_\_ NOT SATISFACTORY: \_\_

Comments:

**8. Assessment of the relevance of the exam form for assessing academic quality**

Did the exam form applied provide sufficient opportunity for assessment of the academic quality achieved by the student(s)? (mark with X)

YES: \_\_ TO SOME DEGREE: \_\_ NO: \_\_

Comments:

**9. Assessment of the applicability of the study curricula in relation to the exam?**

Were the aims of the course outlined in the study curricula applicable when assessing the written and/or oral performance of the student(s)? (mark with X)

YES: \_\_ TO SOME DEGREE: \_\_ NO: \_\_

Comments:

**10. Assessment of the cooperation with the examiner**

How do you rate cooperation with the examiner: (mark with X)

GOOD: \_\_ ACCEPTABLE: \_\_ LESS SATISFACTORY: \_\_ NOT SATISFACTORY: \_\_

Comments:

**11. Experience of the expectations of the role of the external examiner**

How did you experience the expectations of your role as external examiner, e.g. as a questioner, commentator, announcer of the performance rating or other? (mark with X):

FAIR: \_\_ NOT FAIR: \_\_

Comments:

**12. Assessment of the exam situation for the student(s):**

How do you rate the exam situation for the student(s)? (mark with X)

GOOD: \_\_ ACCEPTABLE: \_\_ LESS SATISFACTORY: \_\_ NOT SATISFACTORY: \_\_

Comments:

**13. Taking charge of the exam**

Who took, to the largest degree, charge of the exam? (mark with X)

Examiner: \_\_ External examiner: \_\_ We shared the task: \_\_

Comments:

**14. Establishing the grade**

**How were the grade(s) established? (mark with X)**

We agreed: \_\_ The grade(s) of the external examiner were determinant: \_\_

Comments:

**15. Other comments**

Here you can mention other conditions relating to the exam, e.g. locality, audience or similar

Comments: