



Nottingham Trent  
University

External Examiner Reporting

# Online Reporting System User guide

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Date: December 2023

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# External Examiner Reporting

## Guidance Notes

External Examiners must report annually to the University using the online reporting system. These guidance notes provide instructions on completing this report:

### Accessing the report:

Type the following URL into the search engine:

<http://www.ntu.ac.uk/apps/casq/ee/ui/pages/extexaminer/login.aspx>

You will then be able to click onto the [external examiner electronic report form](#); this will bring you onto the 'login screen'.

asq.eeonlineportqueries@ntu.ac.uk'."/>

Login

Please enter your email address and password

Login

Email Address

Password

[Forgotten your password?](#)

If you require any further assistance please telephone CADQ on +44 (0)115 848 8191 or email [asq.eeonlineportqueries@ntu.ac.uk](mailto:asq.eeonlineportqueries@ntu.ac.uk)

## 4.1 The Online Reporting System

You are required to complete a number of sections of the report. These are provided on separate electronic pages.

Each section has a set of questions to which you are required to respond 'YES' or 'NO' (on occasion you will have the option to select 'N/A') – these are marked with a red asterisk (\*). A response is required, and it will not be possible to submit the form unless all the questions have been completed.

The University extrapolates this quantitative data to assure itself that courses are meeting stated aims and learning outcomes and that we are maintaining the standards of our awards. You will also be required to enter the date of the examination board.

Given the importance of the report to the University, we would strongly request that after each section you provide a commentary, where appropriate. Your comments in relation to each of the sections are of particular interest and will be used by the University to inform both annual reports and Periodic Reviews. Where appropriate, you are also asked to highlight what you consider to be particular strengths and distinctive or innovative features, or weaknesses, in the course(s) examined.

You may find that there is some apparent overlap in a few of the questions you are asked in the report. We would like to advise that each section of the report seeks to raise slightly different considerations, i.e. standards, operation of assessment processes, quality of learning, action taken on previous reports etc.

**External examiners' reports should not include reference to any member of staff or**

**student by name. Please be mindful not to include any information in the reports which might indirectly identify a student or group of students, for example: through the use of quantitative or qualitative data in relation to disability.**

### **When should I complete my report?**

If possible, you should return your completed report **within 4 weeks of the Board of Examiners** meeting. Please note, you will not be able to log on and complete your report prior to your Board of Examiners meeting.

### **Logging onto the system**

You will have been notified of your username and password via email shortly after receiving your appointment letter. If you would like these details to be re-sent to you, please choose the 'forgotten your password?' option

asq.eeonline@ntu.ac.uk'."/>

Login

Please enter your email address and password

Login

Email Address

Password

[Forgotten your password?](#)

If you require any further assistance please telephone CADQ on +44 (0)115 848 8191 or email [asq.eeonline@ntu.ac.uk](mailto:asq.eeonline@ntu.ac.uk)

**The username is the email address that you provided on your nomination form.** If your email address or personal details change i.e. you change your employer, correspondence address changes, please contact us via [asq.eeonline@ntu.ac.uk](mailto:asq.eeonline@ntu.ac.uk). Please note the username and password are case sensitive.

**Please note that the username for the on-line reporting system is different to the username that you will receive from our HR team.** When HR have completed your right to work checks, an NTU account is automatically generated by HR when your details are inputted into their system, you will be sent your username and instructions on how to set a password by HR. Please accept the computer use regulations within 60 days, or the account will be deactivated. This username will be required to access the NOW learning rooms for the course. NOW is the NTU Online Workspace – the University's VLE.

If you have any queries about your NTU account for accessing the NTU Online Workspace, please contact our Digital Technology support team – [support@ntu.ac.uk](mailto:support@ntu.ac.uk)

When you log onto the on-line reporting system you will be able to see historical reports from previous External Examiners for your course(s) if it is an already established course. Choose the course or courses that you are writing the report for. If you have any queries about the number of reports you are required to submit, please contact the Course Leader or your contact in the School (see 9-10 for details).

Now select the academic year for the new report. To do this, please select the appropriate reporting year from the 'dropdown' menu.

**Please remember to input the date of the Board of Examiners – the system will not allow you to submit your report without this information.**

Using the progression bar as a reference, you will be able to identify which screens you have

completed:

External Examiner's Report

Log Out

[Back to history](#) [Print / Download report](#)

- ✓ Report Details
- ✗ Academic Standards
- ✗ Operation of the Assessment Processes
- ✗ Quality of Learning
- ✗ Action Taken on Points Raised in Previous Reports
- ✗ Operation of the External Examining Process
- ✓ Further Comments
- Submit

Required fields are marked with \*

If you have completed all the mandatory input fields of a screen, the related part will be 'ticked' on the progression bar. If you have missed a mandatory field, this will prevent you from submitting your report.

**Please note: There are specific questions for External Examiners in their first and final years of appointment and for those External Examiners at Validated Centres.**

If you need to leave the system, having only partially completed the report, please choose the Save button.

**Operation of the Assessment Processes**

[Save](#) [Go to submit](#)

[Previous](#) [Next](#)

B.1 Were the assessment criteria, tasks and regulations made clear to you? \* ☐ YES ☐ NO

B.2 Did you receive an appropriately comprehensive and representative sample of work, in order to reliably evaluate the standards set and achieved? \* ☐ YES ☐ NO

B.3 Were the mark schemes and moderation systems sufficiently robust to secure consistency of marking, reliability of results and fairness for students? \* ☐ YES ☐ NO

B.4 Were the processes for assessment, examination and determination of awards sound and fairly conducted? \* ☐ YES ☐ NO ☐ NA

You can submit your report once all parts on the progression bar are ticked.

External Examiner's Report

Log Out

[Back to history](#) [Print / Download report](#)

- ✓ Report Details
- ✓ Academic Standards
- ✓ Operation of the Assessment Processes
- ✓ Quality of Learning
- ✓ Action Taken on Points Raised in Previous Reports
- ✓ Operation of the External Examining Process
- ✓ Further Comments
- Submit

Required fields are marked with \*

**Submit**

[Save](#) [Submit](#)

[Previous](#)

Please check that you have completed all required (marked with a \*) questions within this report. The box at the top provides an 'at a glance' record of whether each section has been completed to enable the form to be submitted. If it is not ticked (✓), please return to that section and complete it.

Once the report has been successfully submitted, the following screen will appear:

## External Examiner's Report

[Log Out](#)[Back to history](#) [Print / Download report](#)

- ✓ [Report Details](#)
- ✓ [Academic Standards](#)
- ✓ [Operation of the Assessment Processes](#)
- ✓ [Quality of Learning](#)
- ✓ [Action Taken on Points Raised in Previous Reports](#)
- ✓ [Operation of the External Examining Process](#)
- ✓ [Further Comments](#)
- [Submit](#)

Required fields are marked with \*

[Submit](#)[Previous](#)

Thank you for submitting your report.

You will also receive the following automatic email from the system:

**NOTTINGHAM**  
TRENT UNIVERSITY

Dear Jane Dyer,

Your External Examiner report has been successfully submitted. You will receive confirmation of acceptance of your report in due course.

Thank you for working with us to ensure that the academic standards and learning opportunities on our courses are both assured and enhanced.

A printable version of your report can be viewed by clicking the following [link](#).

Centre for Academic Development and Quality

Find out more about NTU and get the latest information:



The next time you log onto the reporting system you will be able to see the reporting history for the course, which shows previous reports submitted and the date they were submitted. Press the **'View'** button to access any previous reports.