

Annual report 2015 for the chairmanship of external examiners for Trade & Economics

Summary

In general, the external examiners assess the level of the study programmes positively; however a few find the level too low. None of the external examiners refer to the level as too high.

Exams are generally conducted in a satisfactory way.

The chairmen of the external examiners recommend a phasing out of the use of paper etc. (CD-ROM / DVD) through the introduction of a digital platform for written exams. The ideal is one common system or at least a few different systems which must be usable by students, advisors, examiners and external examiners. This development is in progress and is found to be not quite trouble-free.

A large number of examination reports – approx. 350 – are sent directly to the chairman. This is an entirely unnecessary strain, and this option should be stopped.

The chairmanship has no personal contact with the individual external examiner, except for situations in which an examiner has complained about an external examiner, typically about the external examiner's poor preparation or problems concerning grades. However, these problems have not led to registration of students who have been treated unjustly.

A large number of external examiners do not complete the external examiner report, or only do so insufficiently. This obviously makes it impossible for the chairmen of the external examiners to make far-reaching decisions based on external examiner reports. Perhaps it should be considered making more restrictive demands on the external examiners to complete an external examiner report following each grading.

1. Composition of the body of external examiners

With almost 1,700 external examiners the workload in connection with exams may be quite significant, even though only a very small percentage of the external examiners give rise to activities among the chairmen of the external examiners.

2. The work of the year of the chairmanship of external examiners

In the course of the year, the chairmanship has held two meetings, and apart from that they have been in ongoing contact by telephone and e-mail. Two meetings have been held – in west and east – with all external examiners. During these meeting it was generally maintained that the external examiner fee clearly falls short of the acceptable. The primary reason seems to be too few units of time for the individual exams / reviews of exam assignments. More transparency is called for concerning allocation of said units of time from institution to institution.

3. Basis of the exam

3.1 Professional level

Very few external examiners report that the professional level of the students is too low. None of the external examiners reports that the professional level is surprisingly high. The goals set in the curricula thus seem to be in good keeping with the actual performance. The chairmanship is not aware of examples that are satisfactory or unsatisfactory or inspirational.

3.2 Exam forms

Some external examiners report on irregularities in the use of Skype and tablets where these technologies did not work in a satisfactory way. It is, however, inspirational that certain institutions are not afraid of using new technology. The institutions, and perhaps also the external examiners, need more experience of new technology before they start using it. A coordinated effort from the institutions is recommended and called for. It is noted with satisfaction that an increasing number start using new technology.

For one study programme the chairmanship has reported to the ministry on an exam form which is found to be unfortunate and to cause a risk of unjust treatment of the students.

3.3 Information from the institutions

In general the external examiners confirm that they receive the information which is required, and that they receive it on time. A few state that they receive information which is insufficient and too late. Off the record, many external examiners find it unreasonable that payment is not made until several months after the exam.

3.4 Agreement with goals and other requirements

The chairmanship generally finds that there is good agreement with the goals laid down in the curricula and the performances by the students. Some external examiners complain about too much interdisciplinarity which prevents sufficient depth of knowledge. Some external examiners complain about assignments that are too narrowly defined.

3.5 Uniform and just treatment

The chairmanship generally finds that the students are treated in a uniform, reliable and just manner.

4. Complaints and appeals

The chairmanship has been involved in three complaints – and the students' complaints were dismissed.

5. Themes of the year

Group exams: There is only a very limited data set for this topic, as only few external examiners have reported on group exams, and a correct answer cannot be concluded.

6. Evaluation of the template

There is an interest in receiving the ministry's feedback on the usability of the annual report in order to assess whether the result matches up to the efforts.

AP Graduate in Administrative Management			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Business and Public Administration			Troels Myram
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	47	
1.2	Number of women in the body of external examiners	8	
1.3	Number of external examiners not employed at educational institutions offering the programme	30	
1.4	Number of external examiners employed at educational institutions offering the programme	25	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	55	
1.6	Number of allocations of external examiners for exams with external assessment	20	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	295	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO=0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

AP Graduate in Financial Controlling			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Financial Controlling			Troels Myram
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	65	
1.2	Number of women in the body of external examiners	12	
1.3	Number of external examiners not employed at educational institutions offering the programme	40	
1.4	Number of external examiners employed at educational institutions offering the programme	37	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	77	
1.6	Number of allocations of external examiners for exams with external assessment	59	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	1,000	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

AP Graduate in Financial Management			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Financial Management			Troels Myram
1	Composition of the body of external examiners – s. 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	193	
1.2	Number of women in the body of external examiners	43	
1.3	Number of external examiners not employed at educational institutions offering the programme	129	
1.4	Number of external examiners employed at educational institutions offering the programme	107	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	236	
1.6	Number of allocations of external examiners for exams with external assessment	326	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	7656	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

AP Graduate in Commerce Management			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Commerce Management		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	96	
1.2	Number of women in the body of external examiners	27	
1.3	Number of external examiners not employed at educational institutions offering the programme	66	
1.4	Number of external examiners employed at educational institutions offering the programme	57	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	123	
1.6	Number of allocations of external examiners for exams with external assessment	107	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	1,372	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

AP Graduate in Logistic Management			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Logistic Management			Troels Myram
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	51	
1.2	Number of women in the body of external examiners	8	
1.3	Number of external examiners not employed at educational institutions offering the programme	32	
1.4	Number of external examiners employed at educational institutions offering the programme	27	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	59	
1.6	Number of allocations of external examiners for exams with external assessment	29	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
			Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
	The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.		
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	385	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

AP Graduate in Marketing Management			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Marketing Management		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	225	
1.2	Number of women in the body of external examiners	75	
1.3	Number of external examiners not employed at educational institutions offering the programme	150	
1.4	Number of external examiners employed at educational institutions offering the programme	150	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	300	
1.6	Number of allocations of external examiners for exams with external assessment	299	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	4692	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	2	
4.3	Total number of appeals	2	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor of Export and Technology Management			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in Export and Technology Management		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	21	
1.2	Number of women in the body of external examiners	5	
1.3	Number of external examiners not employed at educational institutions offering the programme	19	
1.4	Number of external examiners employed at educational institutions offering the programme	7	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	26	
1.6	Number of allocations of external examiners for exams with external assessment	8	
Repeated and mutual grading – section 28(2)(3)		YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	122	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO=0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template		Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor of Financial Management and Service			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in Financial Management and Service		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	109	
1.2	Number of women in the body of external examiners	28	
1.3	Number of external examiners not employed at educational institutions offering the programme	72	
1.4	Number of external examiners employed at educational institutions offering the programme	65	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	137	
1.6	Number of allocations of external examiners for exams with external assessment	111	
Repeated and mutual grading – section 28(2)(3)		YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	2,164	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor of Innovation and Entrepreneurship			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in Innovation and Entrepreneurship		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	92	
1.2	Number of women in the body of external examiners	28	
1.3	Number of external examiners not employed at educational institutions offering the programme	77	
1.4	Number of external examiners employed at educational institutions offering the programme	43	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	120	
1.6	Number of allocations of external examiners for exams with external assessment	49	
Repeated and mutual grading – section 28(2)(3)		YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	497	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO=0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor of International Sales and Marketing			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in International Sales and Marketing		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	125	
1.2	Number of women in the body of external examiners	41	
1.3	Number of external examiners not employed at educational institutions offering the programme	85	
1.4	Number of external examiners employed at educational institutions offering the programme	81	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	166	
1.6	Number of allocations of external examiners for exams with external assessment	177	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	3,192	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor of International Hospitality Management			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in International Hospitality Management		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	51	
1.2	Number of women in the body of external examiners	17	
1.3	Number of external examiners not employed at educational institutions offering the programme	33	
1.4	Number of external examiners employed at educational institutions offering the programme	35	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	68	
1.6	Number of allocations of external examiners for exams with external assessment	59	
Repeated and mutual grading – section 28(2)(3)		YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	636	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO=0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor of Sport Management			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in Sport Management			Troels Myram
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	51	
1.2	Number of women in the body of external examiners	9	
1.3	Number of external examiners not employed at educational institutions offering the programme	30	
1.4	Number of external examiners employed at educational institutions offering the programme	30	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	60	
1.6	Number of allocations of external examiners for exams with external assessment	48	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	The work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
	The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.		
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	492	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO=0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

Bachelor in one Foreign Language and IT-based Marketing and Communication			2015
The chairmanship of external examiners for the Bachelor's Degree Programme in one Foreign Language and IT-based Marketing and Communication		Troels Myram	
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	26	
1.2	Number of women in the body of external examiners	9	
1.3	Number of external examiners not employed at educational institutions offering the programme	21	
1.4	Number of external examiners employed at educational institutions offering the programme	14	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	35	
1.6	Number of allocations of external examiners for exams with external assessment	10	
Repeated and mutual grading – section 28(2)(3)		YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2 Work of the year in the chairmanship of external examiners – section 27(2)		YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	0	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3 Basis of the exam – section 30		YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4 Complaints and appeals – section 25(4)		Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	194	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	0	
4.3	Total number of appeals	0	
4.4	Number of successful appeals	0	
5 Themes of the year		YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6 Evaluation of the template		YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	

AP Graduate in Service, Hospitality and Tourism Management			2015
The chairmanship of external examiners for the Academy Profession Degree Programme in Service, Hospitality and Tourism Management			Troels Myram
1	Composition of the body of external examiners – section 22	Number	Page reference in the annual report, if any
1.1	Number of men in the body of external examiners	158	
1.2	Number of women in the body of external examiners	54	
1.3	Number of external examiners not employed at educational institutions offering the programme	104	
1.4	Number of external examiners employed at educational institutions offering the programme	108	
1.5	Total number of external examiners (from institutions offering and institutions not offering the programme)	212	
1.6	Number of allocations of external examiners for exams with external assessment	335	
	Repeated and mutual grading – section 28(2)(3)	YES=1/NO=0	Page reference in the annual report, if any
1.7	Has it been ensured in the distribution of external examiners, unless other matters apply, that the same assessors do not participate in an examination together within a period of two years from the beginning of an exam term, a semester or a six-month period in which they have participated together? (No mutual or repeated examination) YES=1 NO=0	1	
2	Work of the year in the chairmanship of external examiners – section 27(2)	YES=1/NO=0	Page reference in the annual report, if any
2.1	Has there been a meeting with the external examiners in the body of external examiners since October 2013? YES=1 NO=0	1	
2.2	Has there been a contact meeting between the educational institutions and the body of external examiners since October 2013? YES=1 NO=0	0	
		Number	Page reference in the annual report, if any
2.3	Number of reportings from external examiners of significant problems in the programmes	0	
2.4	Number of curricula for hearing this year	1	
The next questions are to be answered with the total evaluation of the chairmanship of external examiners based on the feedback from the external examiners in external examiner reports, reportings, etc. All responses must be substantiated in the annual report to make it clear on which basis an overall evaluation has been made.			
3	Basis of the exam – section 30	YES=1/NO=0	Page reference in the annual report, if any
3.1	Is the professional level satisfactory in respect of labour market and further education, if any? YES=1 NO=0	1	
3.2	Are the exams relevant and do they cover the main learning outcomes of the subject/topic? YES=1 NO=0	1	
3.3	Have the external examiners been given the required information from the educational institution before the exams (section 24(2))? YES=1 NO=0	1	
3.4	Have exams been held in accordance with goals and other requirements laid down in ministerial orders and curricula? YES=1 NO=0	1	
3.5	Have the students been treated in a uniform, reliable and just manner? YES=1 NO=0	1	
4	Complaints and appeals – section 25(4)	Number	Page reference in the annual report, if any
4.1	Number of students sitting exams with external assessment (number of allocations times number of students in the individual allocations)	5,040	
4.2	Number of complaints in which the external examiners have been involved (to be filled in on the basis of the knowledge accessible to the chairmen of the external examiners)	1	
4.3	Total number of appeals	1	
4.4	Number of successful appeals	0	
5	Themes of the year	YES=1/NO=0	Page reference in the annual report, if any
5.1	Are group exams described in the curricula? YES=1 NO=0	1	
5.2	Have group exams, if any, been held in accordance with the rules of group exams as laid down in ministerial orders and curricula? YES=1 NO= 0 No group exams=M	1	
5.3	Are the descriptions of learning outcomes for the subjects/topics precise enough to ensure a good grading? YES=1 NO=0	1	
5.4	Is there agreement between the learning outcomes in the description of learning outcomes for the subject/topic and the learning outcomes for the study programme? YES=1 NO=0	1	
6	Evaluation of the template	YES=1/NO=0	Page reference in the annual report, if any
6.1	Does the annual report template work? YES=1 NO=0	1	