Master’s by Coursework Examination – Dissertation

**Template Letter to Examiners**

*[Student ID]*

Dear [examiner title & name]

**Examination of the MA Coursework dissertation entitled “ [insert title] ” submitted by [insert student name]**

I understand you have been contacted by the supervisor for the above dissertation, and have agreed to act as Examiner. Thank you for your willingness to act in this capacity, and I am pleased to formally confirm your appointment as Examiner.

Attached is an *Examiner’s Guide*, which includes a *Marking Guide for the Master of Arts (Coursework) Dissertations*, to assist you with the examination process. Also enclosed is a Recommendation Form on which we ask you to record your final recommendation, mark and grade.

We would appreciate it if you would:

* Acknowledge receipt of the work for examination, by e-mail to [xxxx@otago.ac.nz]. Note: If you know that you will not be able to return the work in 6 weeks, please indicate when we can expect the work to be returned.
* Following examination, prepare an Examiner’s Report with feedback for the student as per the *Examiner’s Guide.*
* Complete and sign the Examiner’s Recommendation Form.
* Return the Report and Recommendation Form by e-mail to [xxxx@otago.ac.nz].

I look forward to receiving your written Report and Recommendation Form within six weeks of the date of this letter.

Yours sincerely

[name etc]

cc [Supervisors], MACoursework co-ordinator