



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and is available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>

	For completion by External Examiner:		
Name of External Examiner:	Dr Graham J. Holloway		
Home Institution / Employer of External Examiner:	The University of Reading		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	Biology, Ecology, Zoology		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	22/2/2016

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

The programmes offer a range of content appropriate for the stated aims and learning outcomes. There is a good range of options offering opportunities for specialization, particularly in the third year, and students are provided with the opportunity to leave with a number of useful transferable skills. Students appear to be generally happy with the modules available

There was some comment by students about the varying level of supervisory input at the project stage. Students consider that choice available for Ecology to be on the low side. A number of modules were highlighted as being excellent. There was comment on the class sizes. Especially those in the 3<sup>rd</sup> year were considered by some to be too large. Some students commented that feedback deadlines were occasionally missed.

### 2. Academic Standards

The range of grades achieved by students at Cardiff compared well with other universities that I am familiar with. The best students were indeed very good. I had the opportunity to read a number of theses during my stay and some of them were outstanding. The majority of students leaving Cardiff are a credit to the University and to the academics that provided the learning platform.

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### **3. The Assessment Process**

The assessment process was very rigorous and the amount of feedback provided was, on the whole, very good. The assessment measures student achievement rigorously and fairly against the intended learning outcomes of the programme and is conducted in line with the University's policies and regulations.

### **4. Year-on-Year Comments**

Issues raised by the examiners last year appear to have been addressed in an appropriate manner. The system operating to deliver T&L in the past has been very complicated and led to a few problems. I was pleased to see that some rationalization is occurring. Even so there is still a great deal of effort devoted to certain elements and, hopefully, during the forthcoming T&L review efficiency will be high on the agenda. The mark allocation process remains complicate.

The reply received by external examiner comments from the university is poor and consists of little more than a fobbing off process. The university must be seen to respond and I am sure that this qualifies as a response. The university response to examiners' comments is of little consequence though. The School does respond with action which is why the UG programmes in the School of Biosciences remain of high calibre.

### **5. Preparation / Induction Activity (for new External Examiners only)**

### **6. Noteworthy Practice and Enhancement**

The Professional Training Year is very good and I am sure that this exercise improves employability considerably. The student suggestion to extend the PTY to include non-research positions could be considered.

### **7. Appointment Overview (for retiring External Examiners only)**

## 8. Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

### Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	✓		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	✓		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	✓		
8.4	Were the nature, spread and level of the questions appropriate?	✓		
8.5	Were suitable arrangements made to consider your comments?	✓		
<b>Marking Examination Scripts</b>				
8.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	✓		
8.7	Was the general standard and consistency of marking appropriate?	✓		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	✓		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	✓		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	✓		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	✓		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	✓		
8.13	Was the method and general standard of assessment appropriate?	✓		
8.14	Is sufficient feedback provided to students on their assessed work?	✓		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			✓
<b>Sampling of Work</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.16	Were you afforded sufficient time to consider samples of assessed work?	✓		
<b>Examining Board Meeting</b>				
8.17	Were you able to attend the Examining Board meeting?	✓		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	✓		
8.19	Cardiff University recognises the productive contribution of External Examiners to the assessment process and, in particular, to the work of the Examining Board. Have you had adequate opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?	✓		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			✓
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			✓
8.22	Was the Composite Examining Board conducted according to its rules?			✓

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto:ExternalExaminers@cf.ac.uk)

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

External Examiners, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE