



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Professor Richard Wilding OBE		
Home Institution / Employer of External Examiner:	Cranfield School of Management, Cranfield University		
Programme and / or Subjects Covered by this Report:	MSc International Transport / Marine Policy / Logistics & Operations Management / Diploma in Port & Shipping Administration / MSc in Lean Operations.		
Academic Year / Period Covered by this Report:	2013 to 2014	Date of Report:	1 st July 2014

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

1. Programme Structure

The programme provides students with an excellent, well rounded Masters level insight into the subjects. The programmes aims outcomes and specification are appropriate and challenging giving students' excellent depth in the subjects specialised in but also demonstrating how this subject is applicable within a broad business context.

2. Academic Standards

The standards of the programmes are high and are comparable with courses from other leading Universities. Nationally these programmes would fit into the "premier league" of courses in Transport, Logistics & Operations. The course maintains it distinct focus that differentiates it from similar programmes.

3. The Assessment Process

As in previous years, examination and assessment process is very rigorous and there is clear evidence of detailed moderation by second examiners within the work assessed. Feedback methods to students have continued to improve providing useful feedback to enable improvement in later elements of course. A good balance of class tests, examinations and written assessments are used and these are

appropriately challenging. The procedure for classification of award is discussed fully at the examination board all evidence is presented clearly and discussed.

4. Year-on-Year Comments

The processes of external examination have changed in 2013. Previously sample scripts were sent to the external examiner by courier. As was the case last year the external examiner attended the University for a day assessing all sample scripts. This process was far easier to manage and created added value in that common issues could be easily identified and discussed with faculty. Administration of new process is much improved over last year. Overall standards of feedback have improved over the previous year and auditability of marks is increasingly transparent.

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

Not applicable – Second year acting as external examiner.

6. Noteworthy Practice and Enhancement

Good use of marking pro-formers is in place that provides clear auditable feedback. The mixture of assessment processes used is also noteworthy.

7. Appointment Overview (for retiring External Examiners only)

Not applicable

8. 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)
Programme/Course Information				
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?	√		
Draft Examination Question Papers				
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?	√		
Marking Examination Scripts				
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?	√		
Coursework and Practical Assessments				
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?	√		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			√
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	√		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
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?	√		
Joint Examining Board Meeting (if applicable)				
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

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

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE