



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof Stuart Jones		
Home Institution / Employer of External Examiner:	University of Manchester		
Programme and / or Subjects Covered by this Report:	MA in History		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	1.7.14

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

As last year, I was sent no information at all about the programme and the modules. I cannot therefore add anything to what I wrote two years ago.

### 2. Academic Standards

I saw the work of three students, the only ones working in modern European history. There was some good work in this sample, but it is too small to make any generalisations about the standard of work produced across the programme.

### 3. The Assessment Process

The problems I encountered last year did not recur, and I was very happy with the scrupulous marking of the work I saw. Marks given were appropriate and a rationale was provided, although in some cases the space for formative feedback was left blank.

I have commented to the examiners, as I did last year, that I thought it potentially problematical that all the work I saw was marked by the same pair of examiners. It is good practice – and certainly normal practice – for pairs of markers to be more varied, on Masters as on undergraduate programmes. The informal response I have been given is that MA work in (for example) German history can only be second-marked by a specialist German historian, but that is not the practice elsewhere and it is an assumption that I don't accept.

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

Last year I noted that no information on the programme had been sent to me, but this year the same thing happened. In other respects, the problems that occurred last year were eliminated.

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

N/A

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

Nothing to highlight here.

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

My one comment is that the assessment process for the MA programme does not operate with the same smooth professionalism as the assessment process on the department's undergraduate programme. In particular, the supply of information to external examiners has been erratic over the four years I have served.

## 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)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?		N	
8.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
<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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?	Y		
<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?		<b>N</b>	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>N/A</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>N/A</b>

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:

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