



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Willy Kitchen		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Subjects Covered by this Report:	Certificate of Higher Education (Science, Social Studies, Business & Management)		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	14 October 2013

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 new level 0/1 Pathway to Social Sciences is a welcome addition to the LEARN portfolio of courses which will provide an important pathway for non-traditional and mature students to access full-time provision across the University. It is clear that this new programme has been carefully and effectively designed to support this particular group of learners.

2. Academic Standards

The programme standards and achievements of students is comparable with similar institutions at both levels 0 and level 1. With respect to the new Pathway programme, it will be important to monitor closely the achievements of students as they progress to full-time departments to ensure that standards are comparable in each context. The transition from part- to full-time study can be a difficult one for mature students, so the students will need to be fully supported throughout.

3. The Assessment Process

All programmes evidence a range of assessment methods which effectively examine students at this level, and are entirely appropriate for mature learners of the sort studying with LEARN. In relation to the Pathway programme, I would recommend that markers seek, wherever possible, to avoid giving a mark of 50 (the progression threshold), but rather be careful to clearly differentiate between work is worthy of

progression, and work which is not. There was a good range of marks seen for the Pathway modules and none of the problems with bi-modal mark distributions which I have commented upon in the past.

4. Year-on-Year Comments

As indicated in each of my previous reports, I would prefer to receive copies of moderators' reports and summary mark sheets for individual modules in advance of the date of the examboard (by electronic means the day before the board would be soon enough), so that an overview of performance can be gained prior to arrival. This would allow the most effective use of my time whilst examining the sample scripts provided on the day.

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

n/a

6. Noteworthy Practice and Enhancement

The new level 0/1 Pathway to Social Sciences is a carefully thought out addition to the LEARN portfolio, with students well supported by the provision of Saturday schools, appropriate assessment and detailed feedback.

7. Appointment Overview (for retiring External Examiners only)

n/a

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
Draft Examination Question Papers				
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
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?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
Coursework and Practical Assessments				
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		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
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		
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?			N/A
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A

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