



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Stephen T Newman		
Home Institution / Employer of External Examiner:	University of Bath		
Programme and / or Modules Covered by this Report	MSc in Manufacturing Engineering Innovation and Management		
Academic Year / Period Covered by this Report:	2016/2017	Date of Report:	29/12/17

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

The programme structure with the modules/units provided on the MSc course provide a totally appropriate scope of subjects and teaching areas.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The high standard of the MSc course was clearly evident from the taught units, examination papers and the coursework.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The assessment procedure provided a good breadth of examination and coursework units which were assessed in a thorough and logical manner and were at a consistent level. The group work and individual projects set for the final phase of the year showed the students will establish the research and industrially oriented project management and writing skills expected of an excellent MSc programme.

4. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

This was the second year of the external examiner and the high level of the course was the same as found in my first year of assessment.

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

The academic and administrative staff were totally supportive in providing all the required information and I was fully prepared with all relevant knowledge of the course and assessments before the exam board.

6. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

The procedures and practices for the course were of an exemplary level with the examination papers and marking schemes, marked scripts and the data for all the results. In addition, the ability to discuss the course with the student cohort identified the course was popular and well received. Finally, the examination board was carried out in a totally professional manner with full diligence and consideration for each student on the course.

7. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

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?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
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				
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
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?		N	
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
8.28	Were the schemes for marking and classification correctly applied?			N/A
8.29	Were the standards of the awards recommended appropriate?			N/A
8.30	<p>Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i></p> <p>All the Masters dissertations from the course were sent via secured emails together with the marking schemes which were consistently marked and to a high standard fully consistent with the leading UK universities.</p>			

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

externalexaminers@cardiff.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, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

**EXTERNAL EXAMINER REPORT FORM
MASTER'S DEGREE (DISSERTATION) STAGE**



This Report Form supplements the External Examiner Report form submitted by the External Examiner in respect of Postgraduate Certificates and Postgraduate Diplomas (i.e. the Taught Stage of the Master's programme). This form and other External Examiner documentation is available electronically at: <http://www.cardiff.ac.uk/regis/ifs/exex/index.html>

SECTION A *To be completed by the School*

School: ENGINEERING
Name of External Examiner: Prof S T Newman
Programme of Study examined: MSc Manufacturing Innovation and Management
Academic Year/Session to which the Report applies: 2016-17
Number of Students in the current cohort: 5 at dissertation stage
Number of Dissertations seen by the External Examiner: 5
Number of Dissertations seen by any Co-External Examiner(s): N/ A

SECTION B *To be completed by the External Examiner*

Please respond to the following questions by ticking the appropriate box. Please make appropriate comments particularly if your answer is 'No' to any question. Wherever possible please submit the form in word-processed format. An electronic version of this form is available at www.cardiff.ac.uk/regis/ifs/exex/index.html

Dissertations for Master's Programmes		Yes	No
1	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	X	
2	Was the sample in accordance with the University's sampling guidelines (guidelines provided overleaf, summary details on sample in Section A above)?	X	
3	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	X	
<p>4 Comments Please use an additional sheet if required. The number of dissertations were sufficient and totally in-line with the University guidelines. The marking standard was of a high standard and consistently applied between the supervisor and assessor.</p>			

Freedom of Information Act The University is a public authority and therefore subject to the Freedom of Information Act 2000. The University may therefore be required to publish the whole or parts of any reports and correspondence submitted by its External Examiners. The University also reserves the right to choose to publish the whole or parts of any reports submitted by its External Examiners.

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**EXTERNAL EXAMINER REPORT FORM
MASTER'S DEGREE (DISSERTATION) STAGE**



Master's Degree (Dissertation) Stage Examining Board		Yes	No
5	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?		X
6	If so, was the Examining Board conducted properly and in accordance with established procedures?		
7	Were the schemes for marking and classification correctly applied?		
8	Were the standards of the awards recommended appropriate?		
<p>9 Comments Please use an additional sheet if required.</p> <p>Sadly I was unable to attend the Masters degree Dissertation examination board.</p>			
Signed: _____ <i>S. J. Newman</i> _____		Date: _____ 02/12/17	

Please return this completed Form to the nominated School contact prior to, or at, the Examining Board.

Please note that External Examiner reports are circulated widely in order that any necessary action can be taken. An Institutional Response to any recommendations contained in your report will be forwarded to you.

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a taught Master's Programme of Study, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

[# Where more than one External Examiner is appointed on a Programme of Study, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure) should be seen collectively by the External Examiners]

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