



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Helen Mallinson		
Home Institution / Employer of External Examiner:	London Metropolitan University		
Programme and / or Subjects Covered by this Report:	M.ARCH DISSERTATIONS		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	12/04/2014

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

This is my fourth report. I am pleased to say that the programme continues to flourish. It provides a coherent framework for students to work with in terms of its aims, learning outcomes and programme specification and the students overall produce excellent work. The marks accurately represent the range of work and the standard of the student intake.

In general my comments from last year still stand but I would perhaps be more specific about the role of 'history' and the part historical interpretation can play in framing and understanding a topic. The students seem to see history either as antiquarian study or rudimentary background/context. They tend to rely on 'theory' in various modes to provide their tools of interpretation. In the weaker examples this means they display very little real knowledge or understanding of their subject, interesting though some of their observations are.

2. Academic Standards

The standard of work is high. The students are clearly committed and take great pride in the work they produce.

3. The Assessment Process

The assessment process is both fair and very rigorous.

4. Year-on-Year Comments

There has been no drop in either the high standard of work or the rigour applied to its assessment.

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

N/A.

6. Noteworthy Practice and Enhancement

The oral examinations are excellent from every point of view.

7. Appointment Overview (for retiring External Examiners only)

I was supposed to retire last year and have no reason to change my overview:

My period as an examiner has been very rewarding. I have enjoyed reading many of the student dissertations and learned a great deal from some of them. I have been very impressed by the thoroughness and care evident in the programme as a whole, from the selection of topics to the research and writing, through to the final oral exam. It is clear that for many of the students this piece of work will constitute a seminal event. There is a wide range of tutors available to teach this programme and this clearly helps with the range of topics and methods pursued. At the same time there is a good understanding of shared standards. Small improvements could still be made (see above), otherwise the main task is to keep up the range and quality of work.

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?	x		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			x
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			x
8.4	Were the nature, spread and level of the questions appropriate?			x
8.5	Were suitable arrangements made to consider your comments?			x
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?	x		
8.7	Was the general standard and consistency of marking appropriate?	x		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	x		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	x		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	x		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	x		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			x
8.13	Was the method and general standard of assessment appropriate?	x		
8.14	Is sufficient feedback provided to students on their assessed work?	x		
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?	x		
Examining Board Meeting				

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

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