



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 Bill Roche		
Home Institution / Employer of External Examiner:	School of Business, University College Dublin		
Programme and / or Subjects Covered by this Report:	MSc Human Resource Management		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	23/06/14

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

The Programme is well structured, covers the range of modules that are standard for MSc HRM Programmes and incorporates modules and modes of assessment that align with the requirements for accreditation by the Chartered Institute of Personnel and Development (CIPD).

2. Academic Standards

Academic standards on the programme are exemplary and in line with the very top-flight MSc HRM programmes internationally. Student performance at the top of the marking range is outstanding and is recognized by the award of appropriately high marks. Fails, where they arise, are also a valid reflection of poor and unacceptable student performance. The programme showed clear and consistent evidence of being research-led and research intensive.

3. The Assessment Process

Modes of assessment were challenging and in line with module outcomes and the requirements of CIPD accreditation. A range of modes of assessment from examination questions to essays and individual and group assignments was used and assessed different forms of knowledge and competencies. The marks distribution for modules and for the programme as a whole was appropriate. In instances where grades were bunched for components of assessment this was subject to satisfactory comment by examiners. Marking

is consistent and marks awarded align well with the criteria for different award categories for the Degree.

4. Year-on-Year Comments

Last year I commented that there was scope for varying assessment by introducing more problem-based and case-based examination questions and coursework assignments. This comment has clearly been taken into account in devising assessment for this year's programme and, I understand, has guided a major restructuring of the Programme planned for the 2014-2015 academic year and beyond.

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

N/A.

6. Noteworthy Practice and Enhancement

The programme is rigorous, challenging and research-led throughout and well reflects the academic pedigree of the Subject Group in Cardiff, which is one of Europe's leading academic and research groups in the field.

In addition to being research led, the Programme is outstanding in respect of the service provided to students. Feedback provided to students on coursework assignments is consistently excellent in its level of detail and in the constructive commentary provided. The course team and Academic Director are clearly committed to student learning and development and work in a collegiate and cohesive manner.

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	
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?			NA
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)				NA
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			NA
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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