



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Andrew Petersen		
Home Institution / Employer of External Examiner:	University of Wales Trinity Saint David		
Programme and / or Subjects Covered by this Report:	RELIGIOUS STUDIES <i>BA in Religious & Theological Studies, BA (JtHons) in Religious Studies, BTh in Theology (modules in Islamic Studies and Arabic)</i>		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	7/7/2014

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

The programme has a broad structure giving both methodological and topic based courses within Religious Studies. The structure includes some highly useful courses which will enable students to gain an in depth understanding of the fundamentals of different religious beliefs.

2. Academic Standards

The academic standards evident in the work which I have seen exhibits a generally high quality of achievement which is marked against a consistent set of benchmarks. The nature of the courses offered means that all students must work throughout the academic year to achieve good results.

3. The Assessment Process

The assessment methods used are exams, essays as well as group presentations. In each case the students are initially given formative work which provides an opportunity for students to carry out work and receive feedback before embarking on their assessed (summative) assessments. Exams are generally used for languages but for subjects better suited to discursive responses essays are the preferred method of assessment.

4. Year-on-Year Comments

I was not aware of any significant changes in either the standards or methods of assessment from the 2012-13 academic year.

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

6. Noteworthy Practice and Enhancement

Two elements of the BA in Religious studies which are particularly to be commended are 1) the provision of language training to undergraduates which is particularly important to getting an understanding of the religious texts.2) the provision of methodologies quantitative and qualitative to give students a way of looking at the effects of religious belief

7. Appointment Overview (for retiring External Examiners only)

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?	Y		
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?			
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?	Y		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	Y		
8.22	Was the Composite Examining Board conducted according to its rules?	Y		

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