



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Colin Hay (Professor)		
Home Institution / Employer of External Examiner:	University of Sheffield, UK		
Programme and / or Subjects Covered by this Report:	BScEcon Single and Combines Politics, BScEcon EU Studies, BA Joint Politics Programmes; MA in European Studies and the MScEcon in International Relations / Political Theory / Welsh Government and Politics / European Governance & Public Policy (Politics modules).		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	

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

As in all the years that I have served as external examiner, I am very content with the structure, form and content of each of these degree programmes. These are appropriate to the aims, learning objectives and programme specification and certainly comparable to those of the leading University programmes in this area in the UK. I was impressed by the breadth and range of the coverage and the close links between staff research specialisms and their teaching. It was nice also to see good use of team teaching where appropriate; this seems increasingly rare in UK institutions these days and is good practice. Quite a lot of reorganisation of these programmes has occurred in recent years – but I am happy to report that all of these courses function effectively with good, strong course structure.

2. Academic Standards

Academic standards remain high – as they have been throughout my tenure as an external examiner. Cardiff is certainly on a par in terms of such standards with other leading universities in the UK.

3. The Assessment Process

The assessment process is fair and exacting. Modules are appropriately demanding and clearly taught to a very high standard. Support for students is excellent and this is reflected in very low levels of failure to complete modules and programmes and

very few students failing to hand in assignments (this has been something of a growing problem in other institutions in which I have served as external examiner – it is not a problem in Cardiff). Marking is solid and reliable and differences between examiners, where they arise, are fairly resolved with appropriate support from external examiners.

4. Year-on-Year Comments

This year I was thoroughly impressed – all of the comments that I have made in previous years have been nicely resolved and all of these programmes work very effectively. They are well taught and well administered, delivering a very good experience for students.

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

Not applicable here.

6. Noteworthy Practice and Enhancement

Good double marking; good evidence of team teaching.

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?			N/A
Sampling of Work				N/A
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?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
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?			N/A
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	
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