



## 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](mailto:ExternalExaminers@cardiff.ac.uk).

	For completion by External Examiner:		
Name of External Examiner:	Dr Nalita James		
Home Institution / Employer of External Examiner:	University of Leicester		
Programme and / or Modules Covered by this Report	<b>Certificate of Higher Education (Business &amp; Management, Social Sciences, Science &amp; Environment)</b>		
Academic Year / Period Covered by this Report:	2016/7	Date of Report:	13/07/17

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 Pathway to Social Sciences continues to be an important programme for non-traditional and mature students to access full-time provision across the University. The structure and content of the programme are entirely appropriate in providing an opportunity for students who are interested in pursuing their studies further to do so with continuity of support and guidance.

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

Overall, academic standards on the programme are high and certainly comparable with equivalent Departments of Lifelong Learning With respect to the Pathway

programme, it will be useful to know whether the achievements of the students have been comparable to those full-time students studying in the home departments

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

I am satisfied that internal moderation has taken place, and with the standards and consistency of marks awarded – good to see the full range of marks being used on the Pathway to Health modules. Students' performance across a number of modules was of an excellent standard e.g. Introduction to Social Science and ACT. Failed/ lower marks were also awarded appropriately

**4. Year-on-Year Comments**

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

This year I was not able to attend the Board of Examiners meeting held on the 10<sup>th</sup> July. However I was able to visit the Department the week before to moderate a broad sample of work across the Pathway programmes and their modules. I also had the opportunity to meet with the Programme Director and Head of Department, look at some poster presentations and the work of students taught in community settings, as well as meet with Pathways students. The day was extremely informative in assessing the quality of teaching, learning and assessment on the Pathway programmes and the modules.

Generally across all subject areas, feedback is consistent and constructive and provides a clear rationale for the marks awarded. Markers do need to be accurate in the feedback they provide e.g. in one module (Developmental Psychology) a marker advised that a student had done a 'good' piece of work and then awarded it as 'A2 excellent'. In this case, the work was at A2 level but tutors need to ensure that the comments accurately reflect the marking criteria/marks awarded. I would also like to see more detailed formative comments, including those students who are already good but could be stretched further. There was evidence of excellent detailed feedback on the Introduction to Social Science, and Public Policy modules. There are still tutors providing hand-written feedback on the module assessment form which in places I found difficult to read ( this is mainly, but not limited to the Business and Management subject areas -other e.gs are Developmental Psychology, and Social Policy). This does raises questions about to what extent students are reading and engaging in the feedback or how easy they find it in translating the general advice for improvement into practice. I would recommend that as a matter of good practice, and in line with Cardiff University policy (as well as other HEIs), all student feedback is typed.

**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)

N/A

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

I had the opportunity of meeting with 8 Pathways students. They spoke very highly of the Pathways programme, in terms of the quality of teaching and learning, and student support and guidance offered particularly by the Programme Director, as well as the responsiveness of the tutors. The students really understand the value/significance of their studies and showed determination and a confidence to succeed. The students have a very supportive teaching team who continually strive to improve the student learning experience, and provide a high level of tuition and support.

**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)
<b>Programme/Course Information</b>				
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	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?		N	
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				<b>N/A</b>
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
8.17	Were you able to attend the Examining Board meeting?		<b>N see comment above however</b>	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			<b>N/A</b>
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?			<b>N/A but see above</b>
<b>Joint Examining Board Meeting (if applicable)</b>				<b>N/A</b>
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			
<b>Examination of Master's Dissertations (if applicable)</b>				<b>N/A</b>
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?			
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
8.28	Were the schemes for marking and classification correctly applied?			
8.29	Were the standards of the awards recommended appropriate?			
8.30	<b>Comments on the Examination of Master's Dissertations.</b> <i>Please provide any comments you may wish to make on the issues raised above.</i>			

--	--

Please return this Report, **in a Microsoft Word format**, by email to:  
[externalexaminers@cardiff.ac.uk](mailto: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