

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

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	For completion by External Examiner:		
Name of External Examiner:	Professor Andrew Edwards		
Home Institution / Employer of External Examiner:	Bangor University		
Programme and / or Modules Covered by this Report	Certificate in Higher Education (Humanities)		
Academic Year / Period Covered by this Report:	2017/18	Date of Report:	9.7.18

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board.

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 General Data Protection Regulation (2018).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

The content and structure of the programme is entirely appropriate and cohesive. Methods of teaching and learning on the programme are varied and facilitate the development of a range of academic and transferable skills. The design of the curriculum is innovative and provides students with a very good range and variety of modules to study. Materials provided to students – including module handbooks – are of a high quality. Support for students within the department is effective and is clearly geared towards the needs of its target audience.

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

The academic standards are appropriate and conform with QAA benchmarking expectations. Internal scrutiny of the programme is rigorous. The completion of internal moderator reports, together with oral reports from the moderators at the exam board, provides a valuable insight into the organisation and delivery of the programme. Student achievement is generally of a very high standard. It is clear that tutors, while applying very high standards and expectations, do their utmost to ensure progression through encouragement, advice and constructive criticism on formative and summative assessments. The standards on the programme are definitely consistent with other UK HEIs.

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

A wide range of assessments are used to test a range of learning outcomes. There is a high level of comparability in standards between a diverse range of subjects. The quality of feedback is of a high standard, with markers striving to ensure that the comments are constructive and developmental. In my oral report at the exam board I drew attention to a couple of minor issues that the department may wish to examine, namely:

- i) Handwritten feedback on assessments: Although the majority of markers now type comments, some still handwrite comments. This is all well and good, to a point, but I saw some examples of handwriting of barely legible quality which students may have difficulty in deciphering. I would encourage the department to consider typed comments as best practice.
- ii) Use of marking criteria: Use of the marking rubric is evident but is currently inconsistent and far from extensive. Again, I'd encourage the department to look at this and to encourage greater use of the rubric, not least to highlight the consistency of feedback that is currently provided and to show that different markers are all, essentially, singing from the hymn sheet when it comes to developmental dialogue.

4. Examination of Master's Dissertations (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

N/A

5. Year-on-Year Comments

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

The minor issues I raised last year have been addressed by the department.

6. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

N/A

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

There is strong and substantial evidence of good practice and innovation in teaching and learning across the programme, and I could cite numerous examples of exemplary teaching which helped produce work of outstanding quality. As per my comments last year, self-reflective moderator comments at the exam board are very

useful in understanding the issues encountered in the teaching and, this year, I thought that the inclusion of summaries of student evaluation questionnaires for the Pathways to the Past programme was very helpful and really good practice (externals rarely get to see these elsewhere).

8. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

N/A

9. 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				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?			N/A
9.4	Were the nature, spread and level of the questions appropriate?			N/A
9.5	Were suitable arrangements made to consider your comments?			N/A
Examination scripts				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
9.7	Was the general standard and consistency of marking appropriate?			N/A
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
Coursework and practical assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining board meeting				
9.17	Were you able to attend the Examining Board meeting?	Y		

9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
9.19	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)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A

Please return this Report, **in a Microsoft Word format**, by email to:
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