



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>.

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|---|---|-----------------|--------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Ulrich Pagel | | |
| Home Institution / Employer of External Examiner: | SOAS, University of London | | |
| Programme and / or Subjects Covered by this Report: | <p>Single Honours BA Religious and Theological Studies.</p> <p>Joint Honours BA Religious Studies and Ancient History, English, German, History, Philosophy, Politics, Spanish and Welsh.</p> <p>Bachelor of Theology (B. Th.) - full and part-time.</p> <p>Diploma of Higher Education Practical Theology - full and part-time.</p> <p>Certificate of Higher Education in Practical Theology - full and part-time.</p> <p>MA Religious Studies, Taught Courses</p> <p><i>BA in Religious & Theological Studies / Religious Studies and another subject (Study of Religions)</i></p> <p><i>MA in Religious Studies (Study of Religions)</i></p> | | |
| Academic Year / Period Covered by this Report: | 2014/15 | Date of Report: | 25 June 2015 |

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 structures of the programmes that I examined were coherent, transparent and closely aligned with subject requirements. Student learning is clearly the driving force that shaped the organisation and content of the respective programmes. The programmes I assessed contain well-delineated pathways of progression where each phase is marked by coherent learning objectives.

2. Academic Standards

The academic standards are very high throughout, matching or exceeding what is expected at other comparable universities in the UK. Some of the very best essays that I assessed this year as External Examiner approached publication quality.

3. The Assessment Process

The assessment process is consistent, transparent, fair and informative. Student feedback is detailed and closely engages with the content of the essays and exam scripts. I encountered good evidence of communication between the first and second internal examiner.

4. Year-on-Year Comments

This is my first year as External Examiner at Cardiff University. I therefore have no Year-on-Year comments.

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

The preparation for the exam board was excellent. In the run up to the exam process, I received very helpful guidance from the examination officer(s). At all time staff were available for consultation. The documentation that was issued was detailed, clear and generally very informative. By the time I received the first examination scripts I had a good sense of what was expected and hence encountered little difficulty in discharging the tasks of the External Examiner.

6. Noteworthy Practice and Enhancement

The proceedings of the examination boards were noticeable for the significant attention its members displayed not only towards the assessment process but also towards overall student performance. At each stage, the board members demonstrated good care towards progression and spent considerable effort to make sure that each case receives the consideration it warrants.

I was pleased to receive all examination scripts in good time, accompanied by the relevant documentation. The examination officers were responsive and flexible and displayed a fine grasp of the examination process overall, as well as the role of the external examiners.

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 | | | | |
| 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