



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Klaus Kessler		
Home Institution / Employer of External Examiner:	Aston University		
Programme and / or Subjects Covered by this Report:	MSc Neuroimaging: Methods and Applications		
Academic Year / Period Covered by this Report:	2015/2016	Date of Report:	24/06/2016

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

The structure and content of the programme is in excellent relation to its stated aims, learning outcomes and programme specification.

### 2. Academic Standards

After careful consideration and deliberation before and during the Exam Board Meeting it is evident that the programme overall is maintaining excellent academic standards that are in full accordance with the frameworks for higher education qualifications. The course has “stabilised” very well over the first four years of its existence, while implementing and maintaining the excellent and ambitious standards set out at the beginning. The academic standards and the achievements of students are comparable or above the standards I have personally observed in other UK higher education institutions as well as in other European countries (e.g. Germany). The course will provide an excellent recruitment conduit for the new and significantly expanded CUBRIC and will be instrumental for the overall success of this centre of excellence. I therefore strongly suggest to maintain its current structure and not change to a “pick and choose” format as seems to be the University’s intention. I believe this would significantly jeopardise its usefulness for the success of CUBRIC.

### 3. The Assessment Process

Overall the assessment process is appropriately designed and applied, measures student achievement rigorously and fairly against the intended learning outcomes of the programme, and conducted in line with the University’s policies and regulations.

Feedback from students was that in some modules it remained somewhat unclear how they would be assessed, or how the module's content would feed into the exam. Module convenors might want to consider providing students with sample exam questions.

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

The current student cohort achieved good and very good results overall. There were a few issues raised by the students, where it was claimed that the importance of some module content (507, 508) for the exam had not been made sufficiently clear. Based on the correspondence with the respective convenors and as discussed during the exam board, it was unanimously deemed that the lecturers had provided sufficient information during the lectures as well as via online supporting documentation.

Another issue raised by students concerned the statistics modules 010 and 011, where students had not been made aware that they would require a calculator and where it was unclear whether lecturers had provided sample exam questions as recommended by the previous exam board. It could not be ascertained that students had been told to bring calculators, thus, it was suggested to omit one particular question from the marking of the exam where calculators were required. This would only be applied in cases where the overall grade would be raised by the omission of the question. In the case of the sample questions it could not be ascertained during the exam board meeting that sample questions had indeed been issued by all lecturers, hence, it was (again) recommended that lecturers should do so in the next year.

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

The school induction activities were largely sufficiency and the External Examiner (EE) Handbook and other documentation provided as preparation was adequate and well structured. However, specific details about regulations of Moderation at Cardiff University were not evident in the documentation, which would have helped discussion of the previous point.

#### **6. Noteworthy Practice and Enhancement**

Overall I commend the Organisers and Cardiff University on an excellent Msc course that combines a great student experience with excellent standards.

- 1) The Statistics modules (010, 011) should ascertain that sample exam questions are provided. This is a reoccurring issue that needs addressing.
- 2) It is further recommended that all modules could provide sample exam questions, and especially those modules, where student feedback indicates insecurity about how the module content would be assessed in the exam.

#### **7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**

N/A

#### **8. Appointment Overview (for retiring External Examiners only)**

Over the past four years I had the privilege to see this Msc course being implemented, grow and become an excellent opportunity for postgraduate studies. I am delighted to have been part of the process by helping to fine-tune some aspects of the course that were a bit of an issue at the beginning. Overall it is an excellent course and I strongly suggest to keep it this way. I sincerely believe that a change to a “pick-and-choose” format will significantly and negatively affect the crucial role this Msc plays and will continue to play for the expanded CUBRIC in form of recruitment of excellent PhD candidates and the acquisition of pilot data – for PhD projects and grant applications.

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of ‘No’.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
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?	Y		
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
<b>Marking Examination Scripts</b>				
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?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	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>				
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		

		Yes (Y)	No (N)	N/A (N/A)
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
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		
<b>Joint Examining Board Meeting (if applicable)</b>				
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, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto: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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

## **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

# Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.