



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Samir Dani		
Home Institution / Employer of External Examiner:	Business School, University of Huddersfield		
Programme and / or Subjects Covered by this Report:	BSc in Business Management, all routes (Logistics & Operations Management)		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	30/07/2014

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

With reference to the 6 modules that I oversee, I can confirm that the module content and learning outcomes are appropriate according to both academic and industry requirements. The assessments are set to reinforce learning and they also help in achieving the learning outcomes.

### 2. Academic Standards

The academic standards are set high and are appropriate. This is evident from the assessments and the marking and feedback provided to the students. The assessments help students to achieve their learning objectives. It is evident that students who are reading extra and are applying their learning are doing well in the assessments.

### 3. The Assessment Process

The assessments for the 6 modules are appropriate and complement the learning outcomes. The assessment criteria and the marking are fair and done appropriately with Internal second marking. The feedback and the second markers comments also help to understand the detail in the marking.

The award classifications are comparable to other institutions.

There were some instances of feedback not matching the marks provided or marking not reflective of the assessment criteria etc. I have identified this is the 'Review of the assessment' form for the respective modules. This is not a major concern but perhaps needs a quick look for the next year. Overall, the feedback is very good.

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

This is my second year and the standards are very good. There are no overt concerns but just small tweaks required to make sure everyone follows the assessment process as set by the school. This is with regards to providing appropriate feedback (which is present in most assessments), assessing to the criteria set at the outset and providing sufficient feedback in the coursework (for students and the external) and in the exams (for the external) to understand clearly why the mark was appropriate.

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

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

The 6 modules are conducted extremely well. The coursework assignments are challenging and provide a good problem centred learning environment to the students. There is excellent feedback given to the students and some modules are particularly noteworthy for their feedback.

Please see comments in individual modules assessment external review form for any suggestions.

BS3745: For this module there were quite a few instances (based on the sample provided) where the examiner had mentioned that the student did not provide a good literature review or that it was inappropriate. I think this is a concern as these students are final year students and they should be having these skills. Perhaps, there is a way to identify these students in the second year itself.

#### **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)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?		N	
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?	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		
<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>				
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>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
8.17	Were you able to attend the Examining Board meeting?		<b>N</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?			I have provided feedback in examiners assessment reports
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			<b>N/A</b>
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?			

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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,  
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE