



EXTERNAL EXAMINER ANNUAL REPORT FORM

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|---|--|-----------------|--------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Professor Arijit Mukherjee | | |
| Home Institution / Employer of External Examiner: | Loughborough University (until June 30, 2014) Nottingham University Business School (from July 1, 2014) | | |
| Programme and / or Subjects Covered by this Report: | BSc/BA in Economics (and related); Microeconomics | | |
| Academic Year / Period Covered by this Report: | 2013-14 | Date of Report: | 16. 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

This is my first year as an external examiner at the Cardiff Business School. I attended the examination board on 24th June, 2014.

I looked at a sample of examination scripts and/or coursework for the following modules: BS2547, BS2550, BS2555, BS2560, BS2570, BS3551, BS3558, BS3561, BS3566, BS3568, BS3572 and BS3573.

It is nice to see that the examination process covers descriptive and analytical topics, and along with the final examination, there are other components of assessments such as coursework and class test. I feel that the assessment process gives the students the opportunity to show their learning in respective modules.

2. Academic Standards

I find the academic standards are appropriate to the degree under consideration. I feel that the standards achieved by the students are comparable with their peers on similar courses in other UK Universities. The distributions of the marks are reasonable.

3. The Assessment Process

I find that marking is generally consistent across the examination scripts/coursework. I had few clarificatory questions, which I emailed to the examination office of the Business School for consideration. In my opinion, the examination process ran professionally and efficiently. I had been contacted by the relevant person if there was any issue that required my approval. I received a report addressing issues related to specific modules and/or assessments. The actions taken by the department on these issues were satisfactory. I find this process very useful and inclusive. However, there were places where the process could be improved. I give my suggestions for improvement below.

4. Year-on-Year Comments

Since this is my first year as an external examiner at the Cardiff Business School, I made no previous comments and/or suggestions about the examination process at the Cardiff Business School. However, I received the Annual Report on Assessment for 2012-13, which was useful.

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

I attended the induction meeting on 24th April 2014 for new external examiners. The meeting, which provided important information for the external examiners, was useful.

6. Noteworthy Practice and Enhancement

The assessment board was very much organised. As mentioned above, I find the process efficient and inclusive. I congratulate all the faculty members and the support staffs for the smooth running of the examination process. However, there were places where the process could be improved. I have the following suggestions:

- All examination scripts should have annotations justifying the reasons for marks.
- Visibility of part-marking (whenever relevant) should be a standard practice.
- I suggest for categorical marking to avoid the complexity of borderline marks.
- Please write the marks inside and on the cover page of the scripts. If any adjustment is made, please correct the marks in both places to avoid any confusion.
- It could be better if I could get more information about the programme.

7. Appointment Overview (for retiring External Examiners only)

Not relevant for me.

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? | | N | |
| 8.2 | Were you asked to comment on any changes to the assessment of the Programme? | | N | |
| Draft Examination Question Papers | | | | |
| 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? | 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? | | N | |
| 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? | | | N/A |
| 8.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | | | N/A |
| 8.22 | 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

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