



EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Prof. Fiona Brookman		
Home Institution / Employer of External Examiner:	University of South Wales		
Programme and / or Modules Covered by this Report	MSc/Diploma Social Science Research Methods		
Academic Year / Period Covered by this Report:	2016-2017	Date of Report:	25/07/17

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

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 Data Protection Act (1998).

Please extend spaces where necessary.

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

The overall structure of this award is coherent with a very good balance between quantitative and qualitative modules. I am only responsible for reviewing the qualitative components of the programme and I found these to be appropriate for the level of study and to contain a suitable range of theory and practice based modules.

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

The standards of the programme are comparable with those of equivalent Masters Programmes with which I am familiar at other Universities. Student performance, based on the samples that I viewed, indicated an expected range with some outstanding pieces of work as well as some average and some below average work. The excellent work really did merit distinction level grades and stood out.

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

Overall the assessment process was excellent with a good blend of diverse forms of assessment. Feedback to students was generally very thorough and helpful. Consistent evidence of second marking. The tone of feedback was particularly encouraging and positive in some modules. In a small number of cases I suggested more use of feed-forward but overall I was impressed with the extent and depth of feedback across the modules that I examined.

4. Year-on-Year Comments

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

This is my final year as external examiner and I have enjoyed this role very much. The School kindly send me all work by email or hard copy so that I did not have to engage with Cardiff 'Learning Central' system to access samples (a process that was lengthy and difficult to navigate when I used it the year before).

I would stress, however, that External Examiners (across many institutions it seems) are not given sufficient time to look at sample work and provide feedback. This ought to be addressed in future. I would recommend that Examiners are given 10 working days at least. I do appreciate, of course, that there are marking pressures and I would not want to suggest anything that increased the burden on hard-working colleagues. Perhaps this is more a matter for the University to consider shifting backward or forward other key dates?

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

N/A

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

Nothing new to add here from the previous report.

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

There have been no significant changes since I started my role other than the introduction of 'Learning Central' – which didn't work well for me but I am sure

will be fine in the longer-term. My only recommendation is to build in appropriate time for external examiners to undertake their work (see 4 above).

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?	✓		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		✓	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		✓	
8.4	Were the nature, spread and level of the questions appropriate?			✓
8.5	Were suitable arrangements made to consider your comments?			✓
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?			✓
8.7	Was the general standard and consistency of marking appropriate?			
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	✓		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	✓		
8.13	Was the method and general standard of assessment appropriate?	✓		
8.14	Is sufficient feedback provided to students on their assessed work?	✓		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			✓
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?		✓	

Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?	✓		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	✓		
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?	✓		
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?			✓
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?			
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	Will happen later this year		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
8.28	Were the schemes for marking and classification correctly applied?			
8.29	Were the standards of the awards recommended appropriate?			
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i>			

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