



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Kathy Ehrensperger		
Home Institution / Employer of External Examiner:	University of Wales, Trinity Saint David		
Programme and / or Subjects Covered by this Report:	BA in Religious and Theological Studies; BA in Religious Studies and another subject (joint hon); BTh in Theology (Biblical Studies, Greek and Hebrew modules)		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	29.9.15

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 structure of the programme is adequate and student performance demonstrates that it enables them to achieve the learning outcomes. The issue I had raised last year (learning outcomes and assignments level 5 and 6) has been resolved well so the structure is appropriate and clearly differentiated according to the relevant levels.

2. Academic Standards

The academic standard is very good, and indicates thorough and creative teaching. The students performed well in most cases, but of course you get the spread of marks across the broad range of options. I had a query concerning one dissertation, the mark set was too high in my opinion but was advised that it was not for the external to change such a mark. There were issues in one module with the understanding of the assignment task which may indicate that students may need further clarification and guidance on how to approach these.

3. The Assessment Process (including dissertations, if appropriate)

The assessment process was rigorous and robust, including evidence of discussion between the assessors which rendered it clear how they arrived at an agreed mark where there was a discrepancy between first and second marker.

4. Year-on-Year Comments

My recommendations concerning clearer differentiation between level 5 and 6 were taken on board and the issue is resolved.

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

N/A.

6. Noteworthy Practice and Enhancement

There is evidence of some excellent language teaching (Hellenistic Greek in particular) and very creative approaches to essay tasks (OT and Contemporary Culture) indicates that the students are guided to approach tasks with confidence and solve them in the best academic tradition of critical thinking.

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?			N/A
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?			
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?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
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?			N/A
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?			

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:

Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE