



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Jane Downes		
Home Institution / Employer of External Examiner:	University of the Highlands and Islands		
Programme and / or Subjects Covered by this Report:	MA in Archaeology / European Neolithic (British, European & Mediterranean Prehistory, History & Theory of Archaeology, Materials Science)		
Academic Year / Period Covered by this Report:	2015	Date of Report:	23/06/2015

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 programme structure is set out clearly in documentation. The structure allows students to take paths through programme which appears to work well judging from students' work which is of a high quality.

A minor comment: it is not apparent why HST500 PGrad Skills in Archaeology & Conservation is a core module in this programme; although I did not examine this module (or Dissertations), the content of the option modules I did examine did not seem to relate to the skills gained within this core module.

2. Academic Standards

The academic standards are high, and in keeping with standards elsewhere. Students have produced in depth work showing good critical engagement with subjects at the appropriate level.

3. The Assessment Process

The assessment process appears robust, and documentation in all instances recorded first and second marks. I agreed the marking was fair and appropriate.

Marking criteria clearly set out for students, and thorough and detailed module descriptors provided.

Feedback to students was adequate, although could perhaps be more full and detailed as it relates to single assignments covering a whole module. In some modules, feedback focussed rather more on details of content and omissions than generic structural issues eg clarity of aims, strength of conclusions that would aid students to improve their essay and research writing (eg HST420, HST405, HST420). The two sets of feedback provided to students in HST530 is commendable. The internal moderation of HST420 was not evident.

The assessment mode for all modules examined was by a single essay assignment; I feel assessments across modules could be varied in type, to assess a greater variety of skills, and also in size/quantity in order to assess a greater range of sub-topics. Although this did not appear to be the case, there is a risk that students could focus on similar elements of eg the Neolithic if tutors do not remain vigilant across modules.

4. Year-on-Year Comments

N/A

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

I did not attend induction before attending Exam Board meeting.

The programme leader paid great attention to ensuring I received all the documentation I required to enable me to familiarise myself with the programme structure and take up my duties as a new External Examiner and for this I am very grateful.

6. Noteworthy Practice and Enhancement

The opportunity for students to undertake in depth study of a personally selected topic afforded by modules HST450/451 is to be commended; the 3 students' work that I examined was of high quality, and tutors had obviously worked hard to create and supervise tailored topics.

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

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	X		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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?	X		
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