



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Dr Elaine Kelly		
Home Institution / Employer of External Examiner:	University of Edinburgh		
Programme and / or Subjects Covered by this Report:	BA in Music, BMus, Music modules in BA joint honours programmes and BSC in Physics and Music		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	16/6/14

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 both coherent and challenging. Students are able to choose from a very broad range of topics in music, and are given the opportunity to develop specific interests over the three years of the programme.

2. Academic Standards

Academic standards are very high, with the majority of students working to a 2.1 level. This is in line with comparable universities. The standard at the top end of the scale is particularly noteworthy, with a significant number of final-year students producing really excellent first-class work.

3. The Assessment Process

The assessment process is appropriately, involving a balanced combination of coursework and examinations. Student achievements are fairly measured, and learning outcomes are clearly assessed. The marking and moderation of exams and major projects is rigorous and consistent throughout. Assessment criteria are clear, and excellent use is made of the full marking scale.

My one concern is that course work, which can amount to up to 50% of the overall assessment for a course, is neither second marked nor moderated. I recommend that some system of internal moderation be put in place to address this.

The preparation and organization of materials by the examinations officer for my visit was absolutely exemplary.

4. Year-on-Year Comments

This was my first year as external examiner.

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

I was unable to attend the university induction. All documentation supplied was adequate.

6. Noteworthy Practice and Enhancement

The BMus programme at Cardiff offers students a very thorough musical education, the strength of which is evident from the breadth and high standard of the final year projects and dissertations.

7. Appointment Overview (for retiring External Examiners only)

N/A

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	
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?			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		
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