

## 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](mailto:ExternalExaminers@cardiff.ac.uk).

	For completion by External Examiner:		
Name of External Examiner:	George Ubakanma		
Home Institution / Employer of External Examiner:	London South Bank University		
Programme and / or Modules Covered by this Report	Computer Studies: Continuing and Professional Education		
Academic Year / Period Covered by this Report:	2016/17	Date of Report:	26/07/2017

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 structure of the programme is clear and coherent. The modules fit well within the chosen subject area of Computing Studies. No major structural changes recommended at present.

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

Standards for the award are QAA (HE) level appropriate and were fairly applied. The student's performance and achievements are comparable with other UK higher education institutions with which I am familiar. The standard of assessment marking/moderation is also very good and is level appropriate.

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

The modules assessments on the Computer Studies program were in general level appropriate with good quality tests and assignments, comparable with other UK higher education institutions with which I am familiar.

#### 4. Year-on-Year Comments

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

From the samples of work available this year, a very good standard of work has been achieved in general. When compared with Last year 2015/16 the standard of work produced is generally of a similar quality and in some cases in slightly improved.

#### 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)

Once again this year there were examples of good quality work available for sampling and in particular the progression of work in the modules Java I and Java II were noteworthy. Some excellent examples of clearly laid out assessments, followed-up with some exemplary student submissions demonstrating the full range of learning outcomes.

Also the Data Security and Networking module where the assessment was changed from a single assignment (last year) to multiple assessments (this year). This change has been a factor in a much improved set of results by the students taking the module.

I commend the academic staff for making the necessary changes in assessment strategy and delivering an effective module which the students appear to have engaged with very positively.

One module which requires enhancement is entitled:

“ Web Development using CSS and HTML”

The samples provided could be better organised:

- Provide a copy of the Coursework Specification
- A wider range of the student samples needs to be made available.
- All samples provided (particularly those online) need to contain student details that are easily reconciled with the module results

This module is one which demonstrates the need for moderation of the results and samples presented for consistency.

These issues have been discussed at length and agreed with the course team for action in 2017/18. I am satisfied that the course team were receptive to the issues raised and I am confident of their addressing the issues successfully.

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

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)
<b>Programme/Course Information</b>				
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?	Y		
<b>Draft Examination Question Papers</b>				
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?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				

8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
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		
<b>Joint Examining Board Meeting (if applicable)</b>				
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
<b>Examination of Master's Dissertations (if applicable)</b>				
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?			N/A
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
8.28	Were the schemes for marking and classification correctly applied?			N/A
8.29	Were the standards of the awards recommended appropriate?			N/A
8.30	<b>Comments on the Examination of Master's Dissertations.</b> <i>Please provide any comments you may wish to make on the issues raised above.</i>			
	N/A			

Please return this Report, in a Microsoft Word format, by email to:

[externalexaminers@cardiff.ac.uk](mailto: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