



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Nalita James		
Home Institution / Employer of External Examiner:	University of Leicester		
Programme and / or Subjects Covered by this Report:	Certificate of Higher Education (Science, Social Studies, Business & Management)		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	14/07/2015

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 level 0/1 Pathway to Social Sciences is an important programme for non-traditional and mature students to access full-time provision across the University. The structure and content of the programme are entirely appropriate and is an excellent way of providing an opportunity for students who are interested in pursuing their studies further to do so with continuity of support and guidance. It is evident that this programme has been carefully and effectively designed to support this particular group of learners. It is pleasing to hear that students are making good progress with the Pathway and are fully supported by LEARN, which is critical for their success, and that a new cohort has enrolled.

2. Academic Standards

Overall, academic standards on the programme are high and certainly comparable with equivalent institutions at both levels 0 and level 1. It is apparent that students progressing to full-time academic departments are doing well which reiterates the importance of student support. It also reiterates that the academic standards set for level 0 of the Pathway to Social Sciences are appropriate.

The structures in place at LEARN to ensure the adoption and maintenance of academic standards are very effective. In particular, the internal moderators' reports on each subject strand and their remarks on sample assignments were very useful to me in my first year as External Examiner.

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

On the whole marking is fair and consistent. In most places, the feedback and the second markers' comments also help to understand the detail in the marking. However, in terms of the ranges of performance I saw in sample assessments, some were at the middle to higher end of the range, and it would be useful to see some further examples of lower end assessed work next time (e.g. ACT).

4. Year-on-Year Comments

This is my first year as External Examiner.

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

I have received relevant University documentation.

It would be very useful to have in advance of the Examination Board meeting module descriptions and any tutor and student handbooks, to gain a clearer sense of the programme, its structure, teaching and students. I did feel somewhat rushed on the morning of the Board (possibly as this was my first Board and took time to get up to speed with the systems and processes relating to assessment and moderation). I wonder whether it is also possible to receive copies of moderators' reports and/or samples of student work that span the mark range for individual modules prior to the Examination Board. This would allow me to make more effective use of my time at LEARN.

6. Noteworthy Practice and Enhancement

There is some excellent feedback given to the students and some modules are particularly noteworthy for their feedback (e.g. Social Science Introduction). However, some modules could look towards providing more developmental feedback (e.g. Science and Environment).

I was surprised to see so many of the feedback sheets handwritten, and would recommend that there is standardisation of practice. It is also important to ensure that comments on the students' scripts/assessments support the feedback summaries.

It is evident from the discussion at the Examination Board that tutors are attentive and responsive to students' needs, and provide a high level of tuition and support.

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	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		N	
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
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)				N/A
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