



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Chris Pearson		
Home Institution / Employer of External Examiner:	University of Liverpool		
Programme and / or Subjects Covered by this Report:	BA History/MA History		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	2 July 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 clear and coherent with a nice balance of core and optional modules. It provides students with the necessary skills to study history as well as introduce them to a variety of historical topics.

### 2. Academic Standards

Having examined sample work and attended the UG and PGT Exam Boards, I can report that the standards of the Department of History match national benchmarks for BA and MA degrees, and are comparable to those in similar institutions. Students are asked to perform a range of tasks for which the aims and objectives are clearly set out in module handbooks. I am especially impressed by the range of information provided in the Year Two and Year Three handbooks, which effectively present students with an overview of the year and the department's expectations of them.

The standard of student work is comparable with that on similar BA and MA programmes. Students are clearly encouraged to think critically and creatively about the past and reflect on their own development (as demonstrated by the space for self-reflection on the HS1702 projects). Overall, I was very impressed by the standard of students' work.

### 3. The Assessment Process

The marking processes are transparent and fair. There is clear evidence that markers consider the strengths and weaknesses of students' work and carefully match them to the marking criteria. There was also evidence of extensive discussion of marks between markers and moderators, when required. Feedback was also fair, full and informative and included advice on how students could improve their future work.

The UG and PGT exam boards were conducted in a transparent, fair and robust way with due consideration given to the awarding of degrees and student prizes.

I don't have any criticisms of department's assessment procedures.

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

N/A (this is my first year as external examiner)

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

I felt well prepared to fulfil my duties as external examiner due to the level and support I received from the department and Registry.

#### **6. Noteworthy Practice and Enhancement**

Students are asked to perform a range of tasks for which the aims and objectives are clearly set out in module handbooks. I am especially impressed by the range of information provided in the Year Two and Year Three handbooks, which effectively present students with an overview of the year and the department's expectations of them.

#### **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)
<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?			N/A
<b>Draft Examination Question Papers</b>				
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		
<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?			
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</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?	Y		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	Y		
8.22	Was the Composite Examining Board conducted according to its rules?	Y		

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

[ExternalExaminers@cf.ac.uk](mailto: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