



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:	Susan Condor		
Home Institution / Employer of External Examiner:	Loughborough University		
Programme and / or Subjects Covered by this Report:	BA Education (BPS route) and BSc Social Science (BPS route)		
Academic Year / Period Covered by this Report:	2014-2015	Date of Report:	10 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 psychology components on the BA Education (BPS route) and BSc Social Science (BPS route) present students with a unique, and cutting-edge, synthesis between psychological skills and knowledge (as required for accreditation by the British Psychological Society) and perspectives and research methods from the other social sciences.

2. Academic Standards

The BA Education (BPS route) and BSc Social Science (BPS route) set high academic standards: the aims and objectives of the individual modules are all consistent with, and often exceed, the QAA requirements for Level 5 and Level 6. Students in general perform rise to the intellectual challenges set them. Performance on these modules, and on the programmes more generally, is at least comparable with that of students on BPS accredited degrees in other UK HE institutions.

3. The Assessment Process

The assessment of for all of the modules which I considered has been appropriately designed and applied, and match the learning outcomes of the modules. In all case, student achievement is assessed rigorously and fairly, and in line with Cardiff University's regulations.

4. Year-on-Year Comments

Most of the issues that I raised in my previous two reports have now been satisfactorily addressed. Moderating practices now work efficiently and are now entirely consistent with the regulations. External examiners are now provided with basic descriptive statistical summaries on student performance on each module. Students now do a wider variety of coursework assessments, which test a wider range of transferable communication skills. Feedback given to students is now more consistently constructive, especially in relation to the Projects. I was especially pleased to note that, from next year, the Project supervisors will be involved in assessing the work of the students that they supervised. This is entirely consistent with established practices in BPS accredited undergraduate programmes in other institutions.

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

N/A.

6. Noteworthy Practice and Enhancement

As far as I am aware, this is the only undergraduate programme in the UK that genuinely integrates state of the art psychological knowledge with social theory. As a consequence, students on the Cardiff BA Education (BPS route) and BSc Social Science (BPS route) have a unique opportunity to develop critical insight into psychological theories and findings, and to acquire a wide range of skills in both quantitative and qualitative research methods.

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/A
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?	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

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