



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 ANDREW RICHARDS		
Home Institution / Employer of External Examiner:	UNIVERSITY OF EXETER		
Programme and / or Subjects Covered by this Report:	POST QUALIFICATION DOCTORATE IN EDUCATIONAL PSYCHOLOGY		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	14 JUL 14

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

For the purposes of completing this work I reviewed all of the work of five students who are at different points towards completion of the course. I was not able to meet any students this year as they are all distance learners and had been present at the University a few days earlier. It would have been impractical to ask them to return for a second visit. I will ask the course team to make sure that the students are aware of my email address in order that they may raise any matter of concerns to them if this is the most appropriate course of action for the students to take.

1. Programme Structure

The structure of the programme is clearly outlined and will allow students to meet the intended learning outcomes for the programme.

2. Academic Standards

The standards set by the programme team are in line with national bench marks and also with the standards set at other Higher Educational Institutions with which I am familiar.

3. The Assessment Process

The assessment processes were conducted fairly and transparently.

4. Year-on-Year Comments

I was pleased to see that the course team had responded to the suggestions that I made last year in response to comments made by students in a very positive and helpful way.

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

6. Noteworthy Practice and Enhancement

The quality and focus of the feedback given to students is very good indeed.

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?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			X
8.4	Were the nature, spread and level of the questions appropriate?			X
8.5	Were suitable arrangements made to consider your comments?			X
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?			X
8.7	Was the general standard and consistency of marking appropriate?			X
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			X
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			X
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			X
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?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?			
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?			X
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
8.22	Was the Composite Examining Board conducted according to its rules?			X

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