



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Jean-Anne Stewart		
Home Institution / Employer of External Examiner:	Henley Business School		
Programme and / or Subjects Covered by this Report:	Executive MBA (Part-time)		
Academic Year / Period Covered by this Report:	2014 / 2015	Date of Report:	4 th Aug, 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 part-time Executive MBA is well-structured with 2 distinct parts, Year 1 and Year 2, and an appropriate range of modules for each stage. I particularly like the logical progression building on modules from Stage 1 to Stage 2, and the elective options.

The combination of both traditional MBA modules e.g. Strategic Management and Marketing, with modules such as Sustainable Business Management and a range of relevant and topical electives, makes this an interesting programme, preparing students with both the knowledge and skills needed for today's organisational challenges.

2. Academic Standards

I have reviewed quite a large sample of assignments and dissertations, and these are of the appropriate standard one would expect of MBA students at a highly-ranked university and accredited business school.

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

The documentation provided, such as the Programme Handbook, provides extensive information about the programme and module learning outcomes and assessments.

From the sample of assignments and dissertations reviewed, the students have been given plenty of opportunities to demonstrate their knowledge of the modules and its practical application to the students' organisations.

Some of the assignments show a very sound understanding and excellent application. Those that were awarded lower marks, were given extensive helpful and support feedback, which was very constructive.

Overall, the marking and assessment process seems to be fair and rigorously applied.

4. Year-on-Year Comments

This is my first year as External Examiner for this programme and I am particularly impressed with the quality of the feedback provided to the students, both those that gain high marks, but also those that perform less well, who are given extensive notes and comments. One of the modules uses comments throughout the assignment text so that it relates directly to the paragraph, sentence that needs attention.

The assignment for Leadership and Professional Development asks the students to evaluate 3 different academic papers, which is an excellent approach to develop critical thinking skills during an MBA. This focus on critical analysis towards the end of Year 1, will prepare the students well for the more critical challenges of Year 2 and their dissertations.

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

Unfortunately I was unable to attend the new examiner induction day, but I have been provided with extensive documentation by post and email.

I have also spent significant time with the Programme Director reviewing and discussing detailed assignments, marks and feedback.

6. Noteworthy Practice and Enhancement

As mentioned above, the development of skills during this programme, particularly critical thinking is impressive. In addition, the other modules such as those focusing on consultancy skills, business analysis, lean thinking etc. are all providing useful practical skills to enhance the students MBA programme knowledge and experience.

Looking to the future, it may be worth considering using 'step marking' so there are clearer differences between the marks, and also using a wider range of marks, both lower and higher, such as 80%, across all the modules.

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?			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
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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
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?			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

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

ExternalExaminers@cf.ac.uk

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Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE