



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Dr Lynn Hancock		
Home Institution / Employer of External Examiner:	University of Liverpool		
Programme and / or Subjects Covered by this Report	BA/BSc in Criminology		
Academic Year / Period Covered by this Report:	2015/6	Date of Report:	19 July 2016

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

1. Programme Structure

The programme is coherent and contemporary; the programme's component modules are similarly well-constructed.

2. Academic Standards

The programme meets the Criminology Benchmark Statement (QAA, 2014) and the standards set in the descriptors for relevant levels in the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (QAA, 2014).

3. The Assessment Process

The assessments were appropriate and suitably challenging. Marking was fair and consistent. There was some variability in the quantity and quality of feedback on assessed coursework. I had no disagreements with the grading.

I noticed that a significant number of students had not accessed their coursework feedback (via Learning Central), which must be disappointing for the markers who spend time providing electronic feedback. On some modules this amounted to half of the sampled work. In such cases, any feedback provided cannot be acted upon. I would recommend that the mechanisms in place to encourage students to engage with their feedback be reviewed.

In my own University, individual feedback is provided to students on their exams. Our feedback sheet shows how each question has been marked and provides feedback/recommendations for improvement. (This applies to modules with

registrations in excess of 260 students.) This practice is a little more time consuming, of course, but it does facilitate the moderation process as well as making the rationale for grades clearer for both students and external examiners. As things stand, some modules at Cardiff (e.g. S10204) contained no marks at all on any of the scripts including on the front covers. As a consequence, it takes considerable effort to work out how the overall grade applies to each script by looking at the module marksheet and working through each script carefully, very much like a first marker. Perhaps this is something that the programme team can look at?

Some of the samples were received very late. I understand that some examinations were scheduled late in the assessment period and the university should look at such scheduling to ensure that markers/moderators are not overburdened. Other samples (including dissertations) were also received late and, for some modules, after some chasing. I appreciate that this can happen but informing external examiners about the dates they can expect to receive work to review would be helpful. In this way, examiners can clear space to review the work even if it is quite close to the examination board. I had sufficient time to review the work, but it was tight and diary scheduling had to be revised because the time allocated had passed before receiving the work.

All this said, the assessments tested student learning and achievement rigorously and fairly and they were conducted in line with the University's policies and regulations.

4. Year-on-Year Comments

I did not receive a copy of my predecessor's report.

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

I was not able to attend the induction event but found the handbook, PowerPoint presentation and other documentation useful.

6. Noteworthy Practice and Enhancement

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

N/A

8. Appointment Overview (for retiring External Examiners only)

9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
Programme/Course Information				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
Marking Examination Scripts				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		See above comments
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	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				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		See above comments
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				

		Yes (Y)	No (N)	N/A (N/A)
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		See above comments
Examining Board Meeting				
9.17	Were you able to attend the Examining Board meeting?		N	
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
9.19	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)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
9.22	Was the Composite Examining Board conducted according to its rules?			
Examination of Master's Dissertations (if applicable)				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
9.28	Were the schemes for marking and classification correctly applied?			
9.29	Were the standards of the awards recommended appropriate?			

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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.