



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Ian Fraser		
Home Institution / Employer of External Examiner:	Cardiff University		
Programme and / or Subjects Covered by this Report:	Politics UG Programmes (Political Theory/Politics)		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	26 June 2014

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

Excellent

### 2. Academic Standards

Excellent

### 3. The Assessment Process

Excellent

### 4. Year-on-Year Comments

Some anomalies in the samples occurred this year. Evidence of moderation on some modules was missing. When I raised this they had mistakenly not been included but had been done and they were then sent to me in good time. However, it is very important that samples are checked before sending to the external. Once received, they were of the usual high standard.

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

N/A

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

Electronic marking has been introduced which I thought was innovative enhancement to the feedback process.

## **7. Appointment Overview (for retiring External Examiners only)**

Over my four year term I have been very impressed with the procedures for ensuing qualities and standards. The work I have seen, which is clearly indicative of the excellent teaching being performed, particularly on those modules that are research-informed, is a credit to the staff involved. The amount of firsts achieved is therefore very impressive and there has been a good stretching of the marks at the top end now in response to this suggestion from me when I first commended my tenure. Feedback and moderation is also to be commended particularly where there was a disagreement between markers as the final agreed mark always carried a rationale for the outcome. There was therefore a good, reflective approach when applying the assessment criteria. So keep up the good work.

## 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?			N/A
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			N/A
8.13	Was the method and general standard of assessment appropriate?			N/A
8.14	Is sufficient feedback provided to students on their assessed work?			N/A
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<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?	<b>Y</b>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>Y</b>		
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?	<b>Y</b>		
<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?	<b>N</b>		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	<b>N</b>		
8.22	Was the Composite Examining Board conducted according to its rules?			<b>N/A</b>

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