



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:	Professor Patrick Hayden		
Home Institution / Employer of External Examiner:	University of St Andrews		
Programme and / or Subjects Covered by this Report:	BScEcon in International Relations		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	28/06/13

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 programme provides a range and depth of modules appropriate to the qualification under consideration, and certainly comparable with the very best institutions in this field. The curriculum was appropriate in both aims and contents.

2. Academic Standards

The work set was of the required standard for the subject and was sufficiently challenging throughout. The overall academic standards achieved by the students were good, and their performance is comparable with their peers on similar courses in other International Relations programmes with which I am familiar both as a lecturer/tutor and as an external examiner.

3. The Assessment Process

Assessments were appropriate and designed to measure the standard which the students had achieved. Across the modules I examined there was a good mix of different types of assessment. The procedures for assessment and examination appear wholly appropriate. The quality of feedback to students was, in general, of a high standard with the tutors both justifying the mark given to each student and providing feedback to enable that student to continue to develop. There was clear evidence of moderation on the work I saw and the standards were appropriate for the modules in question.

4. Year-on-Year Comments

This is my first year as examiner for the BSc programme at Cardiff. The previous examiner did not make any concrete recommendations for changes/note any issues requiring attention last year, so there is no real need to respond to comments from the previous year.

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

All the necessary information was provided, staff were helpful in responding to my queries, and the material was sufficiently well organised. The quality of information I received about individual modules which I examined and the samples of student work was sufficient to enable me to make sound judgements.

6. Noteworthy Practice and Enhancement

I thought best practice was followed in teaching, the setting of assignments and examination papers and in the professionalism of assessment.

I was particularly impressed by the diversity of assessment strategies that were used—e.g. critical literature reviews, research essays, group reports and presentations—which gave the students the opportunity to demonstrate a variety of teaching/learning styles and is evidence of sound pedagogical practice.

The robust and rigorous process of internal moderation is an excellent example of good practice, and staff should be commended for this.

However, the extent of feedback provided students did vary, with some staff providing extensive and detailed feedback while others were rather brief.

I would also encourage a move away from handwritten feedback—I had some issues with the clarity of some comments—to the uniform use of typewritten feedback, as this would be beneficial both to students and to examiners.

It would be helpful to be provided at the start of the academic year (or each semester) with a list of all the key dates for when I should expect to receive exam question papers, exam scripts and essay samples, as far as this is practicable.

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?	X		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		X	
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?	X		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
8.13	Was the method and general standard of assessment appropriate?	X		
8.14	Is sufficient feedback provided to students on their assessed work?	X		
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?	X		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	X		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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?	X		
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