



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:	Pauline McManus		
Home Institution / Employer of External Examiner:	University of Warwick		
Programme and/or Subjects Covered by this Report:	LEARN Diploma in Higher Education		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	4 th December 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 Diploma Programme is offered at Level 5 CQFW and is based on specific subject choices rather than the more generic lower level qualification of the Certificate in Higher Education. The programme offers part time modular study.

2. Academic Standards

The curriculum content is in keeping with the stated aims, learning outcomes and programme specifications: the standards of this programme are in keeping with the standards of similar programmes in other UK Higher Education institutions with which I am familiar. The subject areas currently covered by this Diploma are aligned with QAA Subject Benchmarks.

3. The Assessment Process

The assessment process is fair and consistent, and is appropriate to the stated learning aims and outcomes for the modules. Assessment methods are varied and well balanced, and moderation processes are robust.

4. Year-on-Year Comments

This is my fourth and final year as an External Examiner for this programme. Throughout this period the high level of commitment shown by members of staff to

developing and maintaining the programme offered, and to support students to achieve their potential, has been impressive.

As noted in my previous Report, students completing the LEARN Diploma often achieve excellent results: where the marks gained are very high, the addition of “Distinction” on the Award would be welcomed and valued by students.

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

Not Applicable.

6. Noteworthy Practice and Enhancement

High standards of professional practice are consistently evidenced, as is the high level of staff commitment to students.

7. Appointment Overview (for retiring External Examiners only)

During the period of my appointment there have been changes in the organisational structure of the Centre for Lifelong Learning, and programme changes. It is pleasing to note that these changes have been well managed by the team, and the programme offered continues to thrive.

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?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		√	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			√
8.4	Were the nature, spread and level of the questions appropriate?			√
8.5	Were suitable arrangements made to consider your comments?			√
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?			√
8.7	Was the general standard and consistency of marking appropriate?			√
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			√
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			√
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			√
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and/or practical assessments appropriate?	√		
8.12	Were you afforded access to an appropriate sample of coursework and/or practical assessments?	√		
8.13	Was the method and general standard of assessment appropriate?	√		
8.14	Is sufficient feedback provided to students on their assessed work?	√		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			√
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?	√		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	√		
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?	√		
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?			√
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			√
8.22	Was the Composite Examining Board conducted according to its rules?			√

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