



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 Dafydd Johnson		
Home Institution / Employer of External Examiner:	University of Wales		
Programme and / or Subjects Covered by this Report:	MA in Welsh and Celtic Studies		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	30.6.15

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 includes an appropriate element of training in research skills, and the structure is flexible enough to allow students to follow their personal interests within the field, with guidance by staff according to their research expertise. This part of the programme prepares students well for their extended essays, and inspires them to get to grips with original research.

2. Academic Standards

The programme's standards are in accordance with those expected in a Master's degree, and compare well with similar courses in other institutions. Each candidate produced creditable work, and the work of the best candidates is of an excellent standard. It's good to see polished and effective expression in Welsh and English.

3. The Assessment Process

The scheme is assessed through coursework only, as is appropriate at this level, but the nature of tasks set vary, including an annotated bibliography, reflecting on work experience, and substantial analytical studies. Each of the pieces was marked according to detailed and appropriate criteria, with constructive feedback, and the assessment process was held in accordance with the University's regulations.

4. Year-on-Year Comments

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

6. Noteworthy Practice and Enhancement

The way the programme has been tailored to correspond to students' interests over a wide range of subjects is commendable.

7. Appointment Overview (for retiring External Examiners only)

This is the third year I have examined this programme, and it has been good to see its gradual development over that period. A strong cohort was attracted this year, and the work seen was generally of a very high standard. The School of Welsh is to be commended for developing an attractive programme which appeals to students from various backgrounds.

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