



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Tony Evans		
Home Institution / Employer of External Examiner:	Royal Holloway University of London		
Programme and / or Subjects Covered by this Report:	Professional Doctorate in Social Work (DSW) (taught element)		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	28 May 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 structure of the programme is clear – the handbook sets this out very effectively. I have seen module handbooks and the module teaching reflects current and relevant material.

### 2. Academic Standards

I reviewed two modules this year — SIR029 and SIR 027 — and attended both exam boards [Nov 2014 and May 2015]. The standard of student work I have seen is comparable with that of students on other professional doctorates. I am satisfied the programme reaches a good academic standard.

### 3. The Assessment Process

The value of providing formative feedback on assignments is reflected in the clear development of work between draft submission and final summative work. The feedback is clear and constructive and explains the rationale for assessed marks.

### 4. Year-on-Year Comments

This is my second year as an EE for the programme. My continuing impression is that the programme continues to reflect high academic standards and a rigorous assessment process. It is also well managed and administered.

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

N/a.

**6. Noteworthy Practice and Enhancement**

The programme is well run and demonstrates a clear commitment to supporting students – many of whom are in full-time work and undertaking part-time study – to develop and extend critical and intellectual skills.

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

N/a.

## 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?	x		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		x	
<b>Draft Examination Question Papers</b>				
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
<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?	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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			x
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	x		
<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>x</b>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>x</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?	x		
<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>x</b>
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>x</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>x</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