



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Fiona Brookman		
Home Institution / Employer of External Examiner:	University of South Wales		
Programme and / or Subjects Covered by this Report:	MSc/Diploma Social Science Research Methods		
Academic Year / Period Covered by this Report:	2015-2016	Date of Report:	25/11/2016

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 overall structure of this award is very coherent with a good balance between qualitative and quantitative modules. I am only responsible for reviewing the qualitative components of the programme and I found these to be appropriate for the level of study and to contain a suitable range of theory and practice based modules.

2. Academic Standards

The standards of the programme are comparable with those of equivalent Masters Programmes with which I am familiar at other Universities. Student performance, based on the samples that I viewed, indicated an expected range with some excellent work, some average and some below average work.

3. The Assessment Process

Overall the assessment process was excellent with a good blend of diverse forms of assessment. Feedback to students was generally very thorough and helpful. Consistent evidence of second marking. There seemed to be some inconsistency in marking within and across some modules that I commented on in my more detailed feedback during the examination board. Further, sometimes feedback to students

does not seem to correspond to the grades given – again further details provided in my feedback to the Examination Board.

4. Year-on-Year Comments

This is my third year as External Examiner for this programme. The examination board ran smoothly and was chaired professionally. No refreshments were provided this year – sadly, and I was not invited to a lunch beforehand as in previous years.

I was asked to use the Cardiff 'Learning Central' system to access samples this academic year. It is worth noting that this process took me considerably longer (at least twice as long) than would normally be the case if I was sent everything in hard copy form. This is because: you have to flick back and forth between things on Learning Central (such as the essays themselves and module handbooks) - or print things out this end which would seem to defeat the object; in many cases there were multiple links to the same assessment due to late submissions (in some cases 4 options to choose from); the system sometimes works slowly. Also, I was not able to access module handbooks for all modules (it transpired that different module leaders put them in different parts of the site). Finally, two of the modules were not on Learning Central (see BST214: Qualitative Research Methods and BST214: Qualitative Research Methods below). Also, given that there is a good deal to read in a short space of time, the online system is quite a strain on the eyes! Finally, having hard copies of everything allows for reading material whilst 'on the move'/travelling etc.

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

N/A.

6. Noteworthy Practice and Enhancement

Nothing new to add here from the previous report.

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?	✓		
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? <u>(though the timescales are very tight)</u>	✓		
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