

## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Professor Henrietta O'Connor		
Home Institution / Employer of External Examiner:	University of Leicester		
Programme and / or Subjects Covered by this Report	Sociology (UGR) <i>BA/BSc/BSc(Econ)/LLB (Sociology and Social Science modules)</i>		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	2/7/16

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

The programme structure is appropriate for the degree being awarded. Students are offered a wide range of modules across the programme and these are designed to give students a solid understanding of debates in current sociology. The course is clearly informed by research and students are taught by experts in the field who provide modules that are strongly research-led in content.

### 2. Academic Standards

The academic standards are appropriate for the degree programme being examined. The standards of student performance are comparable with those of other students in UK HEIs. The best work I saw was of a very high standard.

### 3. The Assessment Process

This was good overall. I was asked to approve summative assessments for each of the modules I examine and, as usual, I was impressed by the range of depth of assessment types. Students are asked to complete different types of assessment during their time at Cardiff and this range of assessment methods represents good practice. To reiterate my comments from last year, processes in place are sound and fairly conducted. Guidelines on assessment and examination and issues such as academic conduct are presented clearly in a number of accessible places (course handbooks, university regulations).

However, I have found communication this year very sporadic and I have been confused by what was expected of me. It appears that there have been some changes in the administration team and this has translated in to a less efficient level of service. The team have responded very quickly to my queries but I had to send emails to ask when I might expect to receive my course samples etc.

I was not able to attend the meeting in person this year and I did inform the team of that well in advance but I did not receive any information on what I was required to do in my absence (e.g. when materials would be available, whether a report was needed). I suspect this change is due to a lack of staffing cover more than anything else as I would like to stress that when I did make contact I was responded to quickly and efficiently.

#### **4. Year-on-Year Comments**

The team are always swift to act on comments provided by the external examiners and the changes made are reported back in an efficient and timely manner.

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

#### **6. Noteworthy Practice and Enhancement**

I was unable to attend this year and I therefore missed the one to one meeting with each module leader. This is a noteworthy practice and is very useful and informative.

The dissertations I saw were good and I suspect this reflects the good training provided at an earlier stage (research methods etc.).

#### **7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**

#### **8. Appointment Overview (for retiring External Examiners only)**

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	x		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		x	
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?	x		
9.4	Were the nature, spread and level of the questions appropriate?	x		
9.5	Were suitable arrangements made to consider your comments?	x		
<b>Marking Examination Scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	x		
9.7	Was the general standard and consistency of marking appropriate?	x		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	x		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	x		
9.10	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>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	x		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	x		
9.13	Was the method and general standard of assessment appropriate?	x		
9.14	Is sufficient feedback provided to students on their assessed work?	x		
<b>Clinical Examinations (if applicable)</b>				x
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	x		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?		x	
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			x
9.19	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>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		x	
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			x
9.22	Was the Composite Examining Board conducted according to its rules?			x
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			x
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			x
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			x
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			x
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			x
9.28	Were the schemes for marking and classification correctly applied?			x
9.29	Were the standards of the awards recommended appropriate?			x

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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

#### **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

# Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.