



## 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 Aeron Davis		
Home Institution / Employer of External Examiner:	Dept of Media and Communications, Goldsmiths, University of London		
Programme and / or Subjects Covered by this Report:	MA in Political Communication plus modules shared with other MA programmes in the department		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	9 <sup>th</sup> July 2014

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 offers five 20 credit core courses and a further 20 credits of options plus a 60 credit dissertation. The range of material covered within and across the taught elements together fulfil the programmes stated aims and learning outcomes. It offers a good mix of theory, practice and research skills training.

### 2. Academic Standards

The academic standards more than meet the required threshold and compare very favourably with the other programmes I have externalised at. They are also in accordance with higher education frameworks and benchmarks.

### 3. The Assessment Process

There is a full range and balance of assessments testing a variety of knowledges and skills. The assessments are clear and fair and properly assessed. My one comment is that perhaps, overall, there are too many required assessments during the year and some could be cut out.

### 4. Year-on-Year Comments

The programme is pretty much the same as the previous year in structure. There are one or two new modules and some content and linked assessment, particularly in the methods courses, has been changed.

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

N/A

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

I think there is a great combination of elements here that test the students in many ways. I get the impression that students come out well-equipped for jobs in the discipline. The course administration is good and everything feels well organised and robust. The standards of teaching and assessment are also good.

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

This is my last year – I'm not sure if I'm going to be attending the final board of the year when dissertations are considered. But, overall, I have been pleased with my time at Cardiff. The programme is in good hands and has developed a clear identity and vision. The staff work hard and conscientiously. All the arrangements for my visits have been good and I have been well looked after. The marking and standards have been very robust. I have no complaints to make.

## 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