



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Andrew Petersen		
Home Institution / Employer of External Examiner:	University of Wales Trinity Saint David		
Programme and / or Subjects Covered by this Report:	Religious Studies specialising in Islamic Studies <i>BA in Religious & Theological Studies, BA (JtHons) in Religious Studies, BTh in Theology (modules in Islamic Studies and Arabic)</i>		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	25.06.2015

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

Islamic Studies comprise a range of modules within SHARE including language (Arabic Introductory to intermediate), textual studies, and contemporary social studies of Islam. This gives students the opportunities to understand the historical, legal and cultural roots of Islam as well as gaining an understanding of how various forms of Islam interact with the contemporary world.

RT1203 Elementary Arabic I

RT1211 Islam in the Contemporary World

RT1310 Arabic Texts I

RT1311 Arabic Texts II

RT1345 Gender and Sexuality: Islamic Perspectives

RT7316 Open Choice Dissertation

2. Academic Standards

The academic standards and level of achievement were of similar standard to those I have experienced in other UK educational establishments.

3. The Assessment Process

In the modules which I looked at the assessment procedure was detailed and tested the students both on information, application and understanding of the subjects. A range of assessments was used from essays, exams and open choice dissertations.

4. Year-on-Year Comments

The examination procedures and methods of assessment were continued from the 2013-14 academic year. The main change was the introduction of computerised calculation of borderline or otherwise complex cases.

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

6. Noteworthy Practice and Enhancement

Great care was shown in ensuring that each student was given the opportunity to pursue courses/modules of their choice. I was given a good range of sample exam scripts, essays and open choice dissertations to look through. I was pleased that classical Arabic is still offered as a component of Islamic studies- although the number of students taking these courses are currently low it is essential that Arabic is available for any students taking Islamic studies seriously

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
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?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
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?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?	Y		
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