



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Clare Wilkinson		
Home Institution / Employer of External Examiner:	University of the West of England, Bristol		
Programme and / or Subjects Covered by this Report:	MSc in Science, Media and Communication		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	21/07/2015

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

I am confident in the structure of the programme overall, which provides students with the opportunity to consider science, media and communication from multiple perspectives (including journalistic, social science and museum studies). As I have commented before, I do not examine all modules within the programme and therefore only have a partial view; however I remain confident in the content and delivery of those modules I oversee.

2. Academic Standards

The programme is achieving and delivering a comparable standard of content to other UK-based programmes in this area.

3. The Assessment Process

Feedback provided by the programme team is detailed, constructive and useful. This year comments and feedback appear to have been provided via an electronic system and it was pleasing to see that they remained detailed and extensive. The process of first and second marking, as well as how decisions had been made around agreement, has also been clarified in the associated documentation. It was also helpful to view a sample of work for SIT052. This may not be necessary for every student or cohort, but was useful in considering the marking for this piece.

4. Year-on-Year Comments

The points raised by my report last year were addressed effectively, specifically I was provided with a sample of presentational material to review. Student numbers on the modules I reviewed this year appear to be relatively low, and may raise questions over the sustainability of this teaching. This is a valuable programme and so I do hope maintaining recruitment is something the programme team are considering.

I was provided with materials well in advance of the boards this year, which is appreciated. However it would be helpful to have board dates flagged as early as possible so that these can be kept clear within diaries. This year I was informed my attendance was needed at a board two weeks prior to it occurring and there has always been some confusion as to whether I should be attending summer or autumn boards. I have noted under 8.19 that I was provided with an opportunity to contribute to the examining board (via phone) and I am confident that had a reason presented itself to speak to the programme team and/or module leader they would have been very willing to do so but in future it would be useful to be informed of dates as early as possible.

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

n/a

6. Noteworthy Practice and Enhancement

As mentioned above, the programme team appears to be making good use of the electronic feedback system.

7. Appointment Overview (for retiring External Examiners only)

I anticipate this to be my last year as external examiner for this programme and thank the programme and administration team for their assistance throughout the process. I also wish the programme well for the future.

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/A
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		N	
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?	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?		N	
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?	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