



## 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:                          | Jane Downes   |                 |            |
| Home Institution / Employer of External Examiner:   | UHI   |                 |            |
| Programme and / or Subjects Covered by this Report: | BA/BSc in Archaeology / BA in Archaeology & another subject / BSc in Conservation of Objects (British, European & Mediterranean Prehistory, History & Theory of Archaeology, Materials Science) |                 |            |
| Academic Year / Period Covered by this Report:      | 2015  | Date of Report: | 23/06/2015 |

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

I have no comments to make on structure of programmes as was looking at work on a module by module basis, and had not been sent the programme documents until late on in the process.

From the modules I examined, there appears a good range and variety of interesting modules with a very good range of assessments.

### 2. Academic Standards

The academic standards are robust, and are in keeping with standards elsewhere. Students have produced in depth work showing good critical engagement with subjects at the appropriate level.

### 3. The Assessment Process

The assessment process appears robust, and documentation in all instances recorded first and second marks – although not always the process by which marks were agreed. I agreed the marking was fair and appropriate.

Feedback was for the most part full and detailed, with some exceptions. I felt however that feedback focussed on the negative aspects of the work with the result that the level of marks was not represented in the feedback comments. A more balanced appraisal with more comment on the better aspects of the work and pointers to how the work could be improved would be even more helpful to the students.

Where there were many marks 'bunching' or similar in grade, the feedback varied and was not particularly relatable to the similar marks being awarded. Perhaps more consistency could be achieved by paying closer attention to marking criteria in relation to written feedback.

The process of agreeing marks through internal moderation was not clear in many places, for example 1<sup>st</sup> marker's mark changing without comment, and general lack of commentary as to how/why marks were agreed.

Module-specific comments:

HS2407/2414: these modules are commendable, the only suggestion I would make is that in Photography perhaps more guidance and marks attention to the written component could be given as the reading list is comprehensive students could be encouraged to evidence their reading.

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

N/A

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

Did not attend induction before attending Exam Board meeting.

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

The practice of teaching and assessing on a modular basis practical skills such as illustration and photography is noteworthy, and these modules provide the students an in depth opportunity to explore and evidence these skills.

#### **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<br>(Y) | No<br>(N) | N/A<br>(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?  |            |           |              |
| <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<br/>(Y)</b> | <b>No<br/>(N)</b> | <b>N/A<br/>(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? | <b>X</b>           |                   |                      |
| <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