



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof. Arif Khurshed		
Home Institution / Employer of External Examiner:	Manchester Business School University of Manchester		
Programme and / or Subjects Covered by this Report:	MSc Finance		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	11 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 structure and content of the programme are appropriate for a specialist Masters programme in Finance. The programme has a good balance between core and elective modules. The aims and the intended learning outcomes of the programme are appropriate when compared to the QAA framework. A distinctive feature of the programme is that it provides students with an opportunity to apply their theoretical understanding of finance to practice (through the use of Trading Room). The programme also helps students to acquire other practical skills such as the use of financial software (Thomson Reuters Xtra Product Certification Programme).

2. Academic Standards

This is my first year as an external examiner to MSc Finance. I found the academic standard at Cardiff to be of very high quality and comparable to other good universities in the UK.

3. The Assessment Process

I found the assessment process to be robust and fair. I was given ample opportunity to comment on draft exam questions and assignments. My comments and suggestions (if any) were considered by the module convenors. A wide range of exam scripts and assessed coursework was made available to me enabling me to have confidence in my evaluation of the standard of student work.

4. Year-on-Year Comments

N/A

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

I was sent a welcome pack with all the information required to undertake my role as an external examiner. I was also invited to an induction and briefing meeting for newly-appointed external examiners in April. Due to prior commitments at Manchester, I could not attend the meeting. However, the admin staff emailed me a copy of the slides used in the induction meeting. I found them to be quite informative.

6. Noteworthy Practice and Enhancement

While going through the exam scripts and assessed coursework, I noticed a couple of instances of good practice. First, for some modules, the markers had provided short notes justifying the award of given marks. I found them to be quite helpful in my evaluation of the scripts. Second, the feedback for the assessed coursework was detailed and constructive. I must say that these practices are not so common in many other UK universities I know of.

7. Appointment Overview (for retiring External Examiners only)

N/A

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?	Yes		
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?	Yes		
8.4	Were the nature, spread and level of the questions appropriate?	Yes		
8.5	Were suitable arrangements made to consider your comments?	Yes		
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?	Yes		
8.7	Was the general standard and consistency of marking appropriate?	Yes		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Yes		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Yes		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Yes		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Yes		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Yes		
8.13	Was the method and general standard of assessment appropriate?	Yes		
8.14	Is sufficient feedback provided to students on their assessed work?	Yes		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Yes		

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