



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:	Michael Keating		
Home Institution / Employer of External Examiner:	University of Aberdeen		
Programme and / or Subjects Covered by this Report:	All BSc(Econ) single and combined Politics programmes and all BA joint honours Politics programmes; all MSc(Econ) programmes and the Politics modules on the MA in European Studies		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	17-06-14

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 on the course structure, which looked fine to me.

2. Academic Standards

The overall standard of marking was good.

3. The Assessment Process

I have no complaints about the marking or the internal process.

4. Year-on-Year Comments

This is the only year I have acted as external.

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

I was given almost no guidance about my role. Papers were sent to me by individual examiners with no instructions on whom to return them to or even what to do with them. I was not even told about the date of the examining board until somebody contacted me about accommodation, by which time I was already committed elsewhere. I have already commented on all this to the head of school.

6. Noteworthy Practice and Enhancement

7. Appointment Overview (for retiring External Examiners only)

I am not continuing as external examiner. I recommend that you give my successor clear instructions as to what s/he is expected to do. Papers should be sent together rather than strung out, with clear instruction as to what should be done with them and where they should be returned.

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?		x	
8.2	Were you asked to comment on any changes to the assessment of the Programme?		X	
Draft Examination Question Papers				
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	
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?			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
Coursework and Practical Assessments				
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		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?		Not always	
Examining Board Meeting				

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