



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>.

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|---|--|-----------------|--------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Phil Scarf | | |
| Home Institution / Employer of External Examiner: | University of Salford | | |
| Programme and / or Subjects Covered by this Report: | BSc / MMath in Mathematics; BSc in Mathematics & its Applications; BSc in Mathematics, Operational Research & Statistics | | |
| Academic Year / Period Covered by this Report: | 2016/17 | Date of Report: | 5/7/17 |

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

Appropriate

2. Academic Standards

Appropriate

3. The Assessment Process (including dissertations, if appropriate)

1. In my view classification rules are too complicated and the “estimator” of student ability that is used is not a good one. This is because, in my opinion, the count back rule depends on a level of marking accuracy that is not achievable. This issue is further exacerbated by scaling, whereby raw marks may map to *8 or *9 marks (marks close to class boundaries). A count back that involves marks from previous years is also problematic for the same reason. So I think the University should use a better estimator e.g. the mean, or a trimmed mean, or even a winsorised mean, and drop the count back secondary rule.
2. I think there are generally not enough unseen questions on examination papers. I think there should be more emphasis on puzzles and problem solving, starting in year 1. It should start in year 1, because students will need to get used to it. My view is that theory and bookwork should be moved into later modules to accommodate this.
3. Because many questions are not unseen, the apparent difficulty (to me) of the questions on examination papers is perhaps greater than the actuality.

4. Year-on-Year Comments

None

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

Fine

6. Noteworthy Practice and Enhancement

No comments

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? | 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? | | | |
| 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? | x | | |
| 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? | x | | |
| 8.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | x | | |
| 8.22 | Was the Composite Examining Board conducted according to its rules? | x | | |

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:

Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE