



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:	Professor Kevin McMeeking		
Home Institution / Employer of External Examiner:	University of Exeter		
Programme and / or Subjects Covered by this Report:	BSc Accounting BSc Accounting & Finance <i>BSc in Accounting / Accounting & Economics / Accounting & Finance / BScEcon in Accounting & Management (Accounting)</i>		
Academic Year / Period Covered by this Report:	2014-2015	Date of Report:	22/7/15

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 content of the programme is expressed clearly and consistently and the aims, intended learning outcomes and programme specification are appropriate for both the academic discipline and the regulatory and professional bodies.

The programme offers many core modules plus some innovative / unusual modules, such as Development of Accounting. The Programme is appropriate and in my opinion has some unique selling points.

2. Academic Standards

The academic standards are high and reach the levels set by the Institute, higher education professional bodies, and universities that I work for (Exeter) and more broadly across the sector.

3. The Assessment Process

The assessment process across the degree programme is appropriately designed and applied; measures student achievement rigorously and fairly and is conducted in line with the Cardiff University's policies and regulations. The examination papers and the assessment processes and procedures were fair and appropriate. Unfortunately I was unable to attend this year's examination board because of a prior arrangement (my honeymoon) but I am not aware of any issues raised during that part of the process.

4. Year-on-Year Comments

I have been pleased with the level, rigour and attention to detail. I would like to thank all of the examiners that provided analysis of end of module reports because these provide invaluable insights into the module that are extremely helpful to completing this task. These were all provided for some but not all modules. Examiners' qualitative discussion adds much value to any quantitative scores. Specifically when one considers the variable performance across quantitative and qualitative questions a pattern can be observed.

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

6. Noteworthy Practice and Enhancement

See notes above.

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
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?			N/A
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?			
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	
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