



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and is available at: Fee information and claim forms are available at:
<http://learning.cf.ac.uk/quality/review/external-examiners/reports/>

	For completion by External Examiner:		
Name of External Examiner:	Dr Alexandra Allan		
Home Institution / Employer of External Examiner:	University of Exeter		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	MSc in Education/Social Science/Childhood and Youth		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	26/11/2015

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

1. Programme Structure

The structure of the programme has clearly been carefully thought out and caters for a wide variety of needs. Students are offered a wide variety of module choices – something which is a unique selling point for provision, given what is being offered as equivalent elsewhere. This is to be commended. The balance of time/input given in relation to both theory and methods on the programme is also particularly impressive and will serve the students well in their future research work.

2. Academic Standards

The standards demonstrated on this programme (i.e. seen through sample assignments and feedback given) are certainly equivalent, if not superior, to those I have seen on similar courses elsewhere. In some cases I have commented on the fact that there could have been greater consistency across modules in terms of the amount/detail given in feedback forms. But generally this was quite impressive – particularly on the dissertation module where markers have engaged wholeheartedly with student theses and have offered extensive and detailed feedback. These conversations demonstrate a culture of high expectations and would seem to suggest that good teaching relationships exist between students and lecturers on the programme.

3. The Assessment Process

I have no concerns about the appropriateness of the marks awarded or relating to marking practices. The module forms which accompany the sample assignments are useful in this respect, as they clearly outline agreed marks, final comments, spread of module marks and student numbers. This level of transparency is very helpful. Moderating and second marking processes had also been given due care and attention.

4. Year-on-Year Comments

As this is my first year in this role I cannot comment on this. However, it has been good to see the progression of this group from the taught modules to the final dissertation, and I am able to see how all of the taught modules come into fruition in this final assessment. It is good to see a standard dissertation model being followed, where students actually engage in a substantial piece of research of their own.

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

Unfortunately owing to the short notice I was given I was unable to attend the event this year. However, I appreciate the fact that the University offer this and I would still welcome attending an event like this next year if it would be possible to do so.

6. Noteworthy Practice and Enhancement

The points of noteworthy practice I have raised in my reports throughout the year include the following:

- Students were clearly confident in working with a range of research designs – this reflects a broad research curriculum and some creativity on the part of tutors
- Regular workshops offered to students on like ‘Global Alternatives in Education’ – these offer students a high level of support
- Good student engagement with social theory across the board (i.e. on all modules examined – this extended into the feedback given to students, where markers continued these conversations at a high level)
- Impressive student engagement with the wider research literature (particularly on modules like ‘Debates in Educational Research’)
- Clear, constructive and detailed feedback for students on the dissertation module

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?	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?	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:

External Examiners, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE