

EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr James Sweeney		
Home Institution / Employer of External Examiner:	Heythrop College, University of London		
Programme and / or Subjects Covered by this Report:	Postgraduate Diploma in Practical Theology, MTh in Theology (Practical Theology) Modules RTT: 143, 144, 146, 149, 150, 517, 519, 525, 529. 3 dissertations reviewed in the course of the year		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	21 st August 2015

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

There is a sound structure to this degree programme. I am particularly impressed by the focus on theological method and theological reflection, which lie at the heart of practical theology. A wide range of theological and pastoral topics is included in the programme.

2. Academic Standards

The academic standards are kept high by good teaching, helpful comments from the teachers, and stringent marking. Standards compare comparable with other institutions.

The programme is up to date with current scholarship in practical theology, and the linkages with scriptural scholarship and systematic theology add depth.

There are examples of some very good writing.

3. The Assessment Process

The assessment has been rigorous and fair. Marking is stringent - but fair.

This year, scripts tended to arrive rather late and left me pressed for time to complete my work.

4. Year-on-Year Comments

I am satisfied that my recommendations have been acted on.

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

6. Noteworthy Practice and Enhancement

The extensive and detailed written feedback that is given to students is very impressive.

7. Appointment Overview (for retiring External Examiners only)

As external examiner for the past four years I have found this an excellent postgraduate programme. Its broad range of topics is highly relevant to pastoral practice. Academically, the programme explores the various dimensions of practical theology very well.

My work as external examiner has been facilitated by the efficient administration of the assessment process, including the practical arrangements for my visit, and by helpful and fruitful exchanges with colleagues.

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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?			
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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE