

## EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Professor Stephen Pratt		
Home Institution / Employer of External Examiner:	Liverpool Hope University / Edge Hill University		
Programme and / or Subjects Covered by this Report	Music: Composition and Performance		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	July 2016

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

My external role concerns a sub-section of the undergraduate degree in Music, and I feel that comments on the overall structure are best made by the principal examiner. However, I do believe that the integration of the areas I examined (Composition and Performance) within the overall degree is well-planned and very clear in its presentation.

### 2. Academic Standards

The standard of the work I examined was generally good, and entirely compatible with norms at undergraduate degree level in Music in the UK.

### 3. The Assessment Process

The assessment process is clear and well-documented. Criteria are appropriate and explicit. Students are provided with detailed and well-focussed feedback.

I looked at a considerable number of second and third year composition portfolios from across the mark range and read all the associated feedback. Initially, I noted that the breadth of marks in the third year composition seemed a little compressed (57-71), and I made a point of looking at all the portfolios at the upper end of this range as well as a sample of the lower marks. I am satisfied that the marks awarded were entirely appropriate. The mark range of the second year composition was broader (46-78) and I concurred with all marks awarded here, too.

I read all the feedback sheets for the performances, and watched recordings of eight of these. There were some excellent performances, and the overall standard is generally good. The performances are presented professionally, in front of an enthusiastic and sympathetic audience, and this whole process appears to have been very well organised. Having the option to present a 'closed' recital is commendable, especially for those students who would be less comfortable in public performance. A few performance students are selecting works to perform which do not show their talents in the best light. Given that it is the individual student's responsibility to decide his/her programme, and that they have to submit the proposed programme some months in advance of the recital, I do think that the systems are in place to advise students who may be overstretching themselves, or not offering an especially varied programme. Whether students take advantage of this is another matter ! This problem is one that occurs throughout the sector, and can be quite complex to manage, and I know that the staff at Cardiff are monitoring it closely and considering ways of addressing it.

I can confirm that I believe the assessment process in the areas of composition and performance to have been carried out fairly, and with considerable care.

#### **4. Year-on-Year Comments**

This is my first year as external examiner. However, I did study the previous report of the external covering this area, and I was able to discuss with staff the issues he had raised and was completely satisfied that their response had been thoughtful and appropriate.

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

I attended an induction day in January, 2016, which was informative and I received all the information I needed. The visit to the Department in the afternoon was especially valuable, and I was given a very clear picture of the course and the examination process. Members of staff were very helpful and welcoming.

#### **6. Noteworthy Practice and Enhancement**

As noted above, this is my first year examining these areas at Cardiff. I was very impressed with the professionalism of the members of staff who patiently explained the course structure, answered all my questions and ensured that I had access to all the information I needed. In addition to conducting a highly efficient assessment process, I observed a real care and concern for the learning and general well-being of the students. The feedback in composition, especially, is detailed and helpful.

The administrative staff compiled and presented the examination material in an exemplary way for my visit, and were extremely helpful throughout.

- 7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**
  
- 8. Appointment Overview (for retiring External Examiners only)**

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?			N/A
9.4	Were the nature, spread and level of the questions appropriate?			N/A
9.5	Were suitable arrangements made to consider your comments?			N/A
<b>Marking Examination Scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
9.7	Was the general standard and consistency of marking appropriate?			N/A
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
<b>Coursework and Practical Assessments</b>		Y		
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		

		Yes (Y)	No (N)	N/A (N/A)
9.19	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?	Y		
<b>Joint Examining Board Meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
9.28	Were the schemes for marking and classification correctly applied?			N/A
9.29	Were the standards of the awards recommended appropriate?			N/A

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto: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, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

#### **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

- # Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.