



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:	Sean Cavan		
Home Institution / Employer of External Examiner:	Sheffield Hallam University		
Programme and / or Subjects Covered by this Report	MEP		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	Dec 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

The team are to be commended on the flexibility that they demonstrate in managing the programme to ensure that no student is advantaged or disadvantaged whilst accommodating the various circumstances that students bring to the programme, many of which are driven by their status as full time employees in challenging professional roles.

The scale of participation and numbers progressing to awards, particularly to full Masters is impressive and compares very favourably with similar programmes at other institutions.

2. Academic Standards

The programme continues to maintain high academic standards that are commensurate with those found in similar programmes at other institutions. This is particularly important given the actual and potential impact that the programme has not only on the teacher participants but on the school pupils and students that they work with.

3. The Assessment Process

I am fully satisfied with the marks awarded for the range of scripts that I was provided with - the range also being fully appropriate as a representative sample.

The spread of marks for modules 4 and 5 is more aligned with the norm for 2015 than the previous years' and reflects adjustments made to assessment by the module teams which were well thought through.

The presentation of statistics was very helpful in getting an overall sense of student outcomes and progression. The relatively low number of resubmissions compared to similar programmes reflects the quality of support provided by tutors and other staff. The progression and retention rates are positive for a course of this nature being offered to participants with significant professional commitments beyond their engagement with the programme.

4. Year-on-Year Comments

It is very pleasing to see the ongoing degree of consistency in all the significant aspects of the programme - quality of student support, engagement of academic concepts with professional practice, relevance of the programme to the needs of the participants, their pupils and their schools and the professional approach to their role taken by all the programme team - in academic and administrative roles. The programme has a deserved reputation which extends beyond the Welsh border and I would encourage the University to ensure that the programme's resource base is appropriately maintained to allow the team to continue with this major contribution to the Welsh education system.

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

N/A

6. Noteworthy Practice and Enhancement

The use of assessment boundaries where a mark of 59.75 is not rounded up to 60, enabling the award with merit, particularly for a final award of Masters, continues to cause significant concern to the externals. Given the range of marks taken into account and the amount of student work that this represents, this protocol represents a spurious degree of numerical accuracy and is not in the best interests of either the students impacted by its application nor the reputation of the university and its quality assurance mechanisms. I would request that this matter and the external's view is brought to the attention of the appropriate colleagues within the university.

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)
Programme/Course Information				
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?			X
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?			X
9.4	Were the nature, spread and level of the questions appropriate?			X
9.5	Were suitable arrangements made to consider your comments?			X
Marking Examination Scripts				
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?			X
9.7	Was the general standard and consistency of marking appropriate?			X
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			X
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			X
9.10	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				
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		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				
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		
Joint Examining Board Meeting (if applicable)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
9.22	Was the Composite Examining Board conducted according to its rules?			
Examination of Master's Dissertations (if applicable)				
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?	Y		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	Y		
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	Y		
9.28	Were the schemes for marking and classification correctly applied?	Y		
9.29	Were the standards of the awards recommended appropriate?	Y		

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, 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.