



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Tom Redman		
Home Institution / Employer of External Examiner:	Durham University		
Programme and / or Subjects Covered by this Report:	UG Business degrees		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	1/7/2014

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 programme structure is generally appropriate for degrees of this level and nature. The new modules introduced on “Theory and Practice of X” coupled with a placement period is a welcome addition to the course –and given the careful selection of students for this element, the performance is at a very good level. My past comments on missing elements of the programme e.g. the need for more micro organizational behaviour and core elements of HRM –for example reward management – remain but current course reviews may address these issues.

### 2. Academic Standards

In general academic standards at Cardiff are robust and students are presented with suitably academically challenging modules at this level. Academic standards are at a level with similar research led Universities I am familiar with.

### 3. The Assessment Process

In general the standard of assessments produced by CARBS is of a very good standard –suitably demanding and clear. There are a wide variety of assessments used in the non-examinable elements of modules. The balance between exams and other forms of assessment is appropriate.

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

Generally student performance is good on the modules examined with the exception of a small poor performing tail of students on many modules that have difficulty in expressing their ideas and arguments clearly and in sufficient depth; in adopting a critical approach to the topics under discussion; and who struggle to support material with theory.

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

NA

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

The development of the one semester placements looks to be a good practice with these students producing some excellent work that blends theory and organizational practice.

Some modules produced helpful and reflective overviews of student performance, which should prove valuable in planning developments in the teaching of future cohorts. In contrast most modules provide no overviews of student performance.

Two further areas stand out for development. First, Cardiff is blessed with a large faculty which seems to result in a situation of multi-lecturer module teams for the majority of modules. This is a real strength of the CARBS programme with students gaining from experiencing a wider variety of teaching approaches and styles. . A side effect of this is that virtually all exams are split into two sections with students forced to choose questions out of each section. When I examine how these sections are split, I can discern little theoretical, methodological etc. rationale for the exam section splits other than different staff have taught the different sections. I can see no logic, other than administrative convenience for maintaining these splits –the exams overall meet the module learning outcomes –and in this diet of assessment I feel these forced splits maybe undermine student performance.

The last area to consider is CARBS policy –and more importantly practice on – moderation and second marking. In the selection of material provided there were excellent examples of moderation, examples of second signing, and examples of no evidence of any moderation or second marking. In the past I have been sent CARBS policy on this area – my point would be your practice needs to catch up with policy and be more consistently implemented.

#### **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)
<b>Programme/Course Information</b>				
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	
<b>Draft Examination Question Papers</b>				
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		
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?	Y		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			
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](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:

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