



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	David Banks		
Home Institution / Employer of External Examiner:	Self-employed		
Programme and / or Subjects Covered by this Report:	Postgraduate Diploma/Masters in Journalism (<i>Media Law and Public Administration</i>)		
Academic Year / Period Covered by this Report:	2013/14	Date of Report:	15/07/14

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 remains a benchmark for excellence in journalism education. The work produced by students as a result is outstanding.

2. Academic Standards

The course and its tutors maintain the highest standards and the marking and feedback is rigorous and thorough throughout.

3. The Assessment Process

Assessment is clear, consistent and appropriate to the level of qualification involved.

4. Year-on-Year Comments

The course continues to provide excellent journalism education to students attending. The standards set and work produced is reassuringly good.

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

6. Noteworthy Practice and Enhancement

We discussed having typewritten exam papers rather than handwritten due to the differing legibility of handwriting. I would advise typewritten.

7. Appointment Overview (for retiring External Examiners only).

These were my closing comments to the board, which I feel sum up my views:

This is my last year as external examiner for my old journalism school and it has been a huge pleasure coming back and seeing that the place, though in a different building, remains the excellent school it was when I attended back in 1987-88.

As ever, journalism looks like it is facing a crisis, assailed by plunging print circulations, combined with the mystery of how anyone can profit from digital.

Combine with that the phone-hacking scandal, the Leveson Inquiry and the trials which we have seen concluded only last week and an outsider would be forgiven for wondering why anyone would want to enter an industry so clearly doomed.

And yet, I am sure, as in my day, places on the Cardiff course remain at a premium. I still meet alumni from years before mine and after, and I am invariably impressed with their achievements after they left Cardiff.

Despite its current troubles, great journalism will continue to thrive, on many platforms, wherever people are interested in stories - so everywhere. I have no doubt that at the forefront of that will be the journalism produced by Cardiff graduates.

Thank you for having me as an external. My best wishes to the staff there and all your students for the future.

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
Draft Examination Question Papers				
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		
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?	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		
Coursework and Practical Assessments				
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		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	Y		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
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		
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?		N	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A

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