



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Matthew Cook		
Home Institution / Employer of External Examiner:	Birkbeck		
Programme and / or Subjects Covered by this Report:	BA History		
Academic Year / Period Covered by this Report:	2013/14	Date of Report:	1/Sept/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

Really to reiterate my comments from previous years – this is an excellent programme, structured in such a way that students have the opportunity to develop real aptitude in a range of skills and methods, and are exposed to diverse source materials. Crucially, they are supported in developing an understanding of and appreciation for historiography. For a department of this size the range of thematic options offered is impressive.

### 2. Academic Standards

High. The module materials and reading lists I looked at were impressive. Modules were well-structured and clearly articulated aims and learning outcomes.

I valued the range of and balance between assessment methods. Students show considerable analytical flair even when other factors (such as structure and focus) held their marks down. Students have clearly benefited from the methodological rigour of the programme and from highly constructive feedback.

### 3. The Assessment Process

Marking was robust and comments clear, rigorous and clearly geared towards helping students improve their performance. The whole process is transparent and easy to follow. Support for me as external was great. There was an extremely tight turnaround between the last exam and the board. I've suggested coming a day early to external those late exams next year to avoid problems caused by postal delays (as happened this year).

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

I continue happy with the conduct of the assessment process and the standard of work.

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

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

The care and detail with which work is marked is exemplary. I am also an enthusiast for the emphasis on method and historiography in the programme overall. This is of huge benefit to students in their development as historians.

#### **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?	Yes		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Yes		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	Yes		
8.4	Were the nature, spread and level of the questions appropriate?	Yes		
8.5	Were suitable arrangements made to consider your comments?	Yes		
<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?	Yes		
8.7	Was the general standard and consistency of marking appropriate?	Yes		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Yes		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	yes		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Yes		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Yes		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Yes		
8.13	Was the method and general standard of assessment appropriate?	Yes		
8.14	Is sufficient feedback provided to students on their assessed work?	Yes		
<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?		No	
<b>Examining Board Meeting</b>				

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

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