



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://learning.cf.ac.uk/wp-content/uploads/2013/07/Annual-Report-Form-Guidance-to-External-Examiners.pdf>. Fee information and claim forms are available at: <http://learning.cf.ac.uk/quality/review/external-examiners/fees-expenses/>

	For completion by External Examiner:		
Name of External Examiner:	Jeanette Steemers		
Home Institution / Employer of External Examiner:	University of Westminster		
Programme and / or Subjects Covered by this Report:	BA in Journalism, Communication and Cultural Studies <i>BA in Journalism, Media & Cultural Studies</i>		
Academic Year / Period Covered by this Report:	2014/2015	Date of Report:	25/9/2015

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

This was my second time as external examiner at Cardiff. The programme structure and content of the programme continues to be good with a strong emphasis on developing critical skills. The programme is entirely appropriate to its stated aims, learning outcomes and programme specification.

I looked at a wide range of modules which were sent to me in March and June. Some of the work was very impressive. Detailed feedback on the packages of work I received in March and June was sent to Course Leaders promptly in March and June 2015

2. Academic Standards

Academic standards are high across the programme. In the vast majority of cases assessment is appropriately designed and applied. It measures student attainment well and is assessed fairly against learning outcomes.

The range of methods and volume of assessment is appropriate. Assessment criteria and marking schemes are set at the appropriate level.

3. The Assessment Process (including dissertations, if appropriate)

The assessment process is good. Feedback to the students is impressive across all modules.

4. Year-on-Year Comments

This continues to be a well run programme. More detailed comments are contained in reports sent to the Department in March and June 2015 and focus on a very wide range of work samples.

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

Not applicable.

6. Noteworthy Practice and Enhancement

Further details are contained in reports sent to the team on 7th March and 17th June.

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)
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?		N	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			
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?			N/A
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	
8.22	Was the Composite Examining Board conducted according to its rules?		N	

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:

Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE