



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:	MARA PATESSIO		
Home Institution / Employer of External Examiner:	N/A		
Programme and / or Subjects Covered by this Report:	BSc Business and Japanese Studies, BA Joint languages (with Japanese Studies)		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	10.07.2015

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

The programme is well organised and developed and the individual courses students can take make up a coherent whole. Students enrolling in Japanese Studies can benefit from the teaching of highly trained language instructors as well as the research and expertise of leading academics.

2. Academic Standards

I have been external examiner for Japanese Studies for four years now, and I have been impressed by the consistently exceptional academic standards achieved by the individual members of the team.

3. The Assessment Process

The assessment process has been fair throughout and rigorously applied. I have been impressed by the level of care and attention put by the individual members of staff not only in the creation of the exam papers and orals but also in their marking. Communication with the external examiner, as well as provision of marking schemes and award classifications, could not have been better.

4. Year-on-Year Comments

Nothing to note. The assessment process has been of a high standard throughout my time at Cardiff.

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

6. Noteworthy Practice and Enhancement

I think it is important to highlight the care and attention put into the teaching and learning practices by each member of staff in Japanese Studies.

7. Appointment Overview (for retiring External Examiners only)

I have been made to feel very welcome at Cardiff. Colleagues there have shared with me new marking ideas as well as 'in-house' discussions related to the creation of exam papers and the marking of those same papers. Communication has always been smooth and timely.

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?	X		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	X		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	X		
8.4	Were the nature, spread and level of the questions appropriate?	X		
8.5	Were suitable arrangements made to consider your comments?	X		
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?	X		
8.7	Was the general standard and consistency of marking appropriate?	X		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	X		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
8.10	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				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	X		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
8.13	Was the method and general standard of assessment appropriate?	X		
8.14	Is sufficient feedback provided to students on their assessed work?	X		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				

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

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