



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof Marilyn Osborn		
Home Institution / Employer of External Examiner:	University of Bristol		
Programme and / or Subjects Covered by this Report:	EdD		
Academic Year / Period Covered by this Report:	2012-2013	Date of Report:	29.11.2013

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

In all the modules I have looked at the course content appears wide-ranging and appropriately challenging. All are appropriately structured for a doctoral level programme allowing for depth as well as breadth. There is a good match between the programme content and the aims and stated learning outcomes.

2. Academic Standards

The standard of the written work and the expectation of tutors is high and appropriate for a doctoral level taught course. There is a good spread of marks with the best assignments worthy of publication with some further polishing. The standard generally is comparable with other top-rated universities in the UK.

3. The Assessment Process

Assessment is by written assignments with relatively open-ended choices of topic which give students the opportunity to draw upon their professional experience. The feedback given to students is very constructive, detailed and helpful at both the formative, draft stage and at final submission. As an examiner I have been able to follow the process from formative feedback to improved development of the final submission.

4. Year-on-Year Comments

The standard of tutor feedback has been consistently high over the 3 years in which I have been an examiner and, if anything has improved. It has been rewarding to see that my comments have been taken on board and that, where considered appropriate, practices have been modified accordingly.

The administration of the course has been outstanding, helpful and very professional.

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

N/A.

6. Noteworthy Practice and Enhancement

The constructive feedback given and the practice of 2 markers who agree marks and comments must be very useful and helpful to students in helping them to understand how to improve. Comments are full, detailed and helpful at both formative and final submission which is not always the case elsewhere.

It is also excellent as an examiner to be able to see both the formative drafts and the final submission and to be able to follow a student's development and learning.

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?	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