



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:	Jo Danbolt		
Home Institution / Employer of External Examiner:	University of Edinburgh		
Programme and / or Subjects Covered by this Report:	Finance and statistic courses for BSc in Accounting / Accounting & Economics / Accounting & Finance / BScEcon in Accounting & Management		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	16 September 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

A good selection of finance courses are offered, with clear progression from introductory through to more advanced and specialised finance courses. The degrees degree programmes structures are appropriate.

2. Academic Standards

The overall academic standards are very good, and I am satisfied with the levels of marks awarded. I believe the level of student performance and your academic standards are comparable to that of other good UK Universities.

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

There is a good mix of assessments, including some very interesting assignments. The assessment is overall rigorous and well linked to intended learning outcomes for the various courses. From the sample of scripts and projects I have reviewed, the marking is generally very clear and consistent, with good evidence of second marking. I am overall satisfied with the rigour of the assessment process and the quality of the students' work.

However, issues I raised in my previous two reports relating to administrative procedures have unfortunately not been resolved. Once again, question papers sent to me for review arrived in dribs and drabs and often with information missing. While I am satisfied that questions set were in the end appropriate and that no student was disadvantaged, it is disappointing that I yet again on several occasions had to chase information from the School.

4. Year-on-Year Comments

Academic standards continue to be high, and the assessment process is overall rigorous. However, there appears to have been no noticeable improvement in the administrative procedures.

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

6. Noteworthy Practice and Enhancement

7. Appointment Overview (for retiring External Examiners only)

The students are overall reaching high standards, and there are a number of very interesting courses. The assessment is overall rigorous, and there are clearly some very committed academic teaching staff.

However, while my appointment was meant to be for 4 years, I have stepped down as external examiner after this, my 3rd year, as previously indicated to the School. I believe the workload for the external examiner, with the large number of courses and assignments to review, is unreasonable, particularly when the administrative procedures do not work well (see comment above in section 3).

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?	Gene rally Yes		

		Yes (Y)	No (N)	N/A (N/A)
Examining Board Meeting				
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?			NA
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?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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