



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Kathy Ehrensperger		
Home Institution / Employer of External Examiner:	University of Wales, Trinity Saint David		
Programme and / or Subjects Covered by this Report:	Theological and Religious Studies (Modules in Biblical Studies and Judaism)		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	12.9.14

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 structure of the programme is fine overall but I understand that there are some changes envisaged. The main issue I had raised was the differentiation between level and level 6 of assignment tasks and assessment criteria. I was assured that this issue will be addressed for the coming academic year.

2. Academic Standards

The standard of the work I have seen is comparable to that of other institutions. There is evidence of some excellent language teaching (Hebrew) and creative teaching of the Old Testament to a very high standard. The student performance in some instances was impressive. Overall there is evidence of good teaching enabling students to engage with the respective subject areas well.

3. The Assessment Process

The assessment process was rigorous, communication with me completely to my satisfaction and the marking was accurate. I already mentioned the issue of differentiation between level 5 and 6 (NT module), and as mentioned in the module feedback (OT) I advise to reconsider the different marking forms (variation between moderation and second marking for the same module). But overall the assessment tasks enabled the students to demonstrate achievement of learning outcomes well.

4. Year-on-Year Comments

This is my first year as external examiner for these programmes/modules. I will of course follow with interest further developments in relation to programme development etc.

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

I was well informed with all the material I needed, although I could not attend the induction event due to other commitments.

6. Noteworthy Practice and Enhancement

The teaching of Hebrew is commendable as such, and I strongly encourage such language teaching as I consider it a vital component of a programme offered by a Religious and Theological Studies Department.

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