



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Tom Redman		
Home Institution / Employer of External Examiner:	Durham University		
Programme and / or Subjects Covered by this Report:	UG Business Degree <i>BSc in Business Management (Human Resource Management)</i>		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	4/8/15

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 structure is generally appropriate for degrees of this level and nature. The new modules introduced on “Theory and Practice of X” coupled with a placement period is a welcome addition to the programme. The course is under review and it is not yet clear what further developments are planned but the HRM element still looks rather light for a specialist HRM degree,. The course reviews may address these issues.

2. Academic Standards

In general academic standards at Cardiff are robust and students are presented with suitably academically challenging modules at this level. Academic standards are at a level with similar research led Universities I am familiar with. The main issue on standards at CARBS is that many modules are miserly with marks for your very top students. CARBS top students are on a par with other Russell group students I have been external at, but often many modules never mark this work beyond a 72-3 at best.

3. The Assessment Process

In general the standard of assessments produced by CARBS is of a very good level –suitably challenging for a degree of this nature and clearly and concisely

expressed. There are a wide variety of assessments used in the non-exam elements of modules. The balance between exams and other forms of assessment is appropriate. The issue that still concerns me in CARBS assessments is that virtually all exams are split into two sections with students forced to choose questions out of each section. In every years assessments that have I examined I have looked for some rationale on how these sections are split. Again this year I can discern little theoretical, methodological etc. rationale for the exam section splits. It seems to me the only explanation is that that different staff have taught the different sections. I can see no logic, other than administrative convenience, for maintaining these splits . The examinations overall meet the module learning outcomes –and over the years I feel these forced splits may have undermined student performance.

4. Year-on-Year Comments

Generally student performance is good on the modules examined, There is still a stubborn small under-performing tail of students on many modules that have difficulty in expressing their ideas and arguments clearly enough and in sufficient depth; who struggle in adopting a sufficiently critical approach to the topics under discussion (a strong feature of CARBS assessments is that they emphasise a critical approach to the topic); and who rarely connect the material offered with theory.

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

NA

6. Noteworthy Practice and Enhancement

A number of developments of the CARBS HR degree look to be producing effective outcomes and have potential to improve students' employability levels. Here the one semester placements look to be a good practice. Further module development is needed in some core areas of HRM to improve student employability further.

7. Appointment Overview (for retiring External Examiners only)

I have (mostly) enjoyed my experience of externaling at CARBS. After the first year the organisation of the assessment process has improved considerably. Looking back I have been contacted about assessment issues by a very large number of administrative staff –and rarely the same ones even in the same year. Some more consistency in contacting staff might have addressed some of the administrative issues that have arisen. My other generally point is that CARBS are always responsive to issues I have raised in my general feedback and in response to external reports –noting the points made etc. Action on these points though seems to be rather lagging behind the noting.

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?			
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?			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?			
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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