



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:	MICHAEL JERMEY		
Home Institution / Employer of External Examiner:	ITV		
Programme and / or Subjects Covered by this Report:	DIPLOMA IN BROADCAST JOURNALISM		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	SEPTEMBER 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

The programme structure meets the aims set out – consideration could be given to ensuring students have a high level of knowledge about current affairs.

2. Academic Standards

The academic standards appeared appropriate.

3. The Assessment Process

The assessment methods and criteria are set at the appropriate level. The marking schemes were rigorous and consistently applied.

4. Year-on-Year Comments

N/A.

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

The induction process was clear and useful.

6. Noteworthy Practice and Enhancement

No comments to make.

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

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	<input type="checkbox"/>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<input type="checkbox"/>		
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?	<input type="checkbox"/>		
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