



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:	Pauline McManus		
Home Institution / Employer of External Examiner:	University of Warwick		
Programme and/or Subjects Covered by this Report:	LEARN Diploma in Higher Education		
Academic Year / Period Covered by this Report:	2012/2013	Date of Report:	8th January 2014

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 Diploma Programme is offered at Level 2, and is based on specific subject choices rather than the more generic lower level qualification of the Certificate in Higher Education. The programme offers part time modular study.

2. Academic Standards

The curriculum content is in keeping with the stated aims, learning outcome and programme specifications: the standards of this programme are in keeping with the standards of similar programmes in other UK Higher Education institutions with which I am familiar. QAA Subject Benchmarks are not relevant to this provision.

3. The Assessment Process

Assessment processes are appropriate to the stated learning aims and outcomes. Assessment methods are varied and well balanced. Marking of assessments is consistent and fair, with appropriate moderation processes in place.

4. Year-on-Year Comments

This is my second year as External Examiner for this programme: Department staff have continued to be helpful in providing all necessary information and documentation.

I understand that in the near future all Language courses (at both Certificate and Diploma levels) will be transferred from the Centre for Lifelong Learning to an alternative School. The Certificate and Diploma language courses are offered to the general public, and students on these programmes have always been offered considerable support and guidance by the Centre: it is hoped that the student experience for these students will continue to be excellent when the transfer takes place.

Given the loss of language courses, it would therefore seem an appropriate time to consider the expansion of provision in the remaining subject areas offered by the Centre, and the potential for development of new courses.

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

N/A

6. Noteworthy Practice and Enhancement

I would reiterate the comments of the External Examiners who have reported on the Certificate programmes: tutors are attentive and responsive to students' needs, and provide a high level of tuition and resources.

7. Appointment Overview (for retiring External Examiners only)

N/A

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?			<input type="checkbox"/>
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<input type="checkbox"/>
8.22	Was the Composite Examining Board conducted according to its rules?			<input type="checkbox"/>

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