



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: | Dr Emma Wincup | | |
| Home Institution / Employer of External Examiner: | University of Leeds | | |
| Programme and / or Subjects Covered by this Report: | Undergraduate Criminology programmes | | |
| Academic Year / Period Covered by this Report: | 2012/13 | Date of Report: | 25 th July 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 programmes have a coherent structure with obvious progression between the different levels. It is evident that the programme team have thought carefully about the knowledge and skills they wish graduates from the programme to have, and it prepares them particularly well for further criminological study at postgraduate level or criminological research outside academia.

2. Academic Standards

Overall, academic standards on the programme are high and certainly comparable with equivalent institutions. The vast majority of students are achieving significantly beyond the threshold standard.

It would assist in my role as external examiner if overall marks could be made available for each module, in addition to those for each assessment.

3. The Assessment Process

Students are expected to complete a range of assessments, which are designed in a way which allows markers to assess whether the learning outcomes have been achieved. Sufficient guidance is provided and the standards expected are appropriate for the level of the module. On the whole marking is fair and consistent with good use made of the full range of marks.

Generally feedback on essays is very helpful as an explanation of the mark awarded but I think markers might be encouraged to offer more 'feed forward' to help students improve with other assignments rather than simply to explain the mark. It was more difficult for me as an external examiner to ascertain why a particular mark had been awarded for an examination script. Rarely were comments added by markers after each question and not all modules provided a breakdown of marks for each question answered. As a minimum, the markers should record the latter.

The programme team may wish to reflect upon whether the assessment profile could be varied further; for example, the introduction of assessed seminar performance or group/individual presentations.

4. Year-on-Year Comments

It was encouraging to see excellent work again this year, particularly for the *Criminological Practice* module and *Dissertation* module.

My impression (and the programme team may wish to explore whether the evidence supports this) is for 12/13 there were more examples of very weak work. It is, however, worth emphasising that the number of fails for each module is very small.

I am happy that the majority of issues raised in my report last year have been either taken on board or an explanation offered. However, receiving assessed work and examinations only a matter of days before the examination board remains a problem. This year I was sent Semester Two work as soon as it became available, which helped a little. The school/university needs to reflect upon the demands it makes upon external examiners within a short space of time. One solution might be to send a sample of different grades for the module as a whole (not each component) which is our practice at the University of Leeds. Another would be to appoint a further external examiner for the Criminology programmes.

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

Not applicable

6. Noteworthy Practice and Enhancement

I received a detailed informal report responding to the comments I made on each module.

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? | Y | | |
| 8.2 | Were you asked to comment on any changes to the assessment of the Programme? | | N | |
| 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? | | N | |
| 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? | | | N/A |
| Sampling of Work | | | | |
| 8.16 | Were you afforded sufficient time to consider samples of assessed work? | | N | |
| 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? | | | N/A |
| 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? | | | N/A |
| 8.22 | Was the Composite Examining Board conducted according to its rules? | | | N/A |

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