



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof Bill Roche		
Home Institution / Employer of External Examiner:	School of Business, University College Dublin		
Programme and / or Subjects Covered by this Report:	MSc Human Resource Management		
Academic Year / Period Covered by this Report:	2014-2015	Date of Report:	26.06.15

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 is well structured, making effective use of Cardiff's research-led strengths in the modules encompassed and also providing students with necessary professional skills and competencies. The range of modules is well in line with international programmes at the MSc level with which I am familiar and, in my view, effectively addresses the professional and academic accreditation requirements of the CIPD.

2. Academic Standards

Academic standards are in all respects exemplary and, in my experience, well in line with the very best MSc programmes in the field internationally. Students are presented with relevant leading-edge modules that develop an evidence-based approach to HR management practice that draws on international research in the field. Examination and other assessment assignments are challenging and thoughtful and well test the knowledge and, where appropriate, competence in knowledge application of the students

3. The Assessment Process

The assessment process is rigorous. Assessment components align well with module objectives and validly assess module outcomes.

A variety of modes of assessment are employed, ranging from unseen examinations, to essays, case studies, posters and problems.

The samples of scripts, assignments and posters that I reviewed point to the consistent application of appropriate grading standards.

There was strong evidence of double marking on major assessment components.

The work of the top-graded students is among the very best I have experienced.

The Examination Board discussed a problem with the low room temperature at a January examination and with, my full support assent, agreed to increase marks across the range by 2.9 per cent (the disparity between the module mean and the mean of other programme grades) to take account of the possible effects of this on student performance in the module.

Students performed relatively poorly on a well-designed and properly assessed module in Employment Law. In recognition of the challenges for students evident in the results, the programme team have agreed to reschedule the module in 2015-2016 into the second semester, change aspects of assessment and provide further background guidance on the common law legal process and tradition.

4. Year-on-Year Comments

Comments made last year with respect to the scope for further diversifying examination questions and other assessment formats have been acted upon and modes of assessment now effectively include essay-based, problem-based and case-based modes of assessment.

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

6. Noteworthy Practice and Enhancement

The standard of student feedback is quite exemplary, both in respect of detail and in guiding students in a constructive way to improve their performance and learning. The use of research-based teaching is also exemplary, as is the emphasis on evidence-based professional knowledge and practice.

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?			NA
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?			NA
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?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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)		NA		
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