



## 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://learning.cf.ac.uk/wp-content/uploads/2013/07/Annual-Report-Form-Guidance-to-External-Examiners.pdf>. Fee information and claim forms are available at: <http://learning.cf.ac.uk/quality/review/external-examiners/fees-expenses/>

	For completion by External Examiner:		
Name of External Examiner:	Professor Jonathan Healey		
Home Institution / Employer of External Examiner:	Keele University		
Programme and / or Subjects Covered by this Report:	Mathematics <i>BSc/MMath in Mathematics / BSc in Mathematics &amp; its Applications / BSc in Mathematics, Operational Research &amp; Statistics, and the Mathematics element of BA and BSc Joint Honours degree schemes (Applied Mathematics)</i>		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	6.10.15

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 and contents are appropriate for meeting the stated aims and learning outcomes for a Bsc/MMath in Mathematics. The applied mathematics courses cover a good range of topics of current interest and form a coherent body of material with introductory courses leading smoothly to advanced courses.

### 2. Academic Standards

Academic standards are high and students completing these courses with high grades will have had an excellent preparation for higher degrees and research, and should be highly employable.

### 3. The Assessment Process (including dissertations, if appropriate)

The assessment process is appropriate and has been rigorously and fairly applied in producing an accurate reflection of students' abilities and achievements. It has been applied in accordance with the University's policies and regulations.

#### **4. Year-on-Year Comments**

The assessment and assessment process appear to have been comparable to previous years, with no serious difficulties identified previously.

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

Guides for support and induction activities were appropriate and satisfactory.

#### **6. Noteworthy Practice and Enhancement**

I was particularly impressed by the criteria-based marking framework for the assessment of projects, which forms an important component of the MMath programme, and also the BSc.

#### **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)
<b>Programme/Course Information</b>				
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	
<b>Draft Examination Question Papers</b>				
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		
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of	Y		

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
	assessed work?			
<b>Examining Board Meeting</b>				
8.17	Were you able to attend the Examining Board meeting?	<b>Y</b>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>Y</b>		
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?	<b>Y</b>		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?	<b>Y</b>		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	<b>Y</b>		
8.22	Was the Composite Examining Board conducted according to its rules?	<b>Y</b>		

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto: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:

Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE