



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Ioan Matthews		
Home Institution / Employer of External Examiner:	Coleg Cymraeg Cenedlaethol		
Programme and / or Subjects Covered by this Report:	BA in History / History with Welsh History / BA(Jt Hons) with History / BScEcon in Politics & Modern History (Welsh History).		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	October 2015

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 examined during the year were well-designed, are reflective of the benchmarking standards for History, and offered the students a broad range of study opportunities. The documentation provided to students is very clear and detailed while the course content has been designed to demonstrate progression from one level to the next

### 2. Academic Standards

Academic standards are high across the programmes. This is reflected in the rigour of the assessment process and in the range of assignments set, both within coursework and examinations.

The overall standards compared very favourably with those seen at other institutions in Wales, and the quality of the work submitted was of a notably high standard, particularly in certain modules. Within the area of Welsh History specifically, I noted a number of exceptional performances by individual students, including one dissertation which was of publishable standard. This bears testimony to the excellent work of the staff team. I was also particularly impressed by the standards achieved in the dissertations, where a significant proportion attained a mark of 70 or above.

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

Assessment procedures are rigorously adhered to, and the level of feedback is detailed and constructive, with a clear explanation, where required, of the reasons for awarding a particular mark. The range of assessments set enabled students to demonstrate their skills at examining primary sources and reviewing literature, as well as producing more conventional essay-style material in their coursework assignments and examinations.

While I understand that a system of moderating had replaced the previous second marking, I felt that this is proving to be a wholly appropriate means of ensuring rigour in the marking process. This was demonstrated by several examples where marks had been reviewed as a result of moderation. Dissertations had, in several cases, been the subject of some discussion in relation to agreeing upon a final mark and I felt that the decisions arrived at were fair and consistent.

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

- The turnaround time for the process is, at times, challenging. However I received prior notice of timescale for receiving scripts and other materials, which did not cause any difficulties.
- The system of internal moderating appears to be working well and I did not perceive any problems.
- There were a significant number of individual marks on the first class/2i borderline, as noted by my predecessor. I did look in detail at several of these cases and felt that they were clearly pieces of work where a decision on whether they should be placed at 69 or 70 was, indeed, marginal. It is to the credit of the staff and students that such a relatively high proportion of dissertations, in particular, achieved this standard.

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

I was provided with very detailed guidance and advice from colleagues prior to attending my first set of meetings.

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

Arrangements for the exam board meetings were very professional and their conduct both transparent and fair. The current processes have limited the potential for detailed discussions of individual candidates, as was often the case in the past. This is much fairer on both students and staff.

### **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)
<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 assessed work?	Y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</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