



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr. Andrew Meirion Jones		
Home Institution / Employer of External Examiner:	University of Southampton		
Programme and / or Subjects Covered by this Report:	Archaeology BA, MA		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	7 <sup>th</sup> July 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

Teaching at Cardiff is of excellent quality. Students are provided with a wide range of high quality teaching and given a wide range of valuable skills. The degree structure conforms favourably with similar degrees at other Universities. The content of the degree is excellent, and has numerous commendable aspects.

### 2. Academic Standards

The standards at Cardiff are uniformly excellent, and in many cases surpass those at comparable HE institutions.

### 3. The Assessment Process

From the assessments I saw this year it is obvious that academic staff have a clear, and thorough system of examination and assessment. Assessments are rigorously moderated and second marked, and the overall assessment system in the department of archaeology is smooth and well run.

My only query relates to the new module HS 2428 (Heritage Communication) – this seems to be a really good module, and very useful for students wishing to work in the heritage sector. However, the marking scheme involved crosschecking between the four module instructors, followed by moderation by the module coordinator. This appeared to produce a high number of first class marks. This system seems to stand

outside the system adopted for other modules. Surely - to ensure evenhandedness - moderation should come from a member of staff outside the module? The system adopted for this module appears to have slightly skewed the marks toward the upper range of the scale. This will need to be looked at for future years – the marking and moderation of this module will need to be systematized and brought into line with the marking and moderating schemes used for the rest of the degree.

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

This is my fourth and final year of external examination and I can see clear improvements since my first year, and obvious consistency with the previous years practices. See below for a fuller report.

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

N/A

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

As in previous years I would draw attention to the assiduous marking procedures of two exemplary scholars.

#### **7. Appointment Overview (for retiring External Examiners only)**

**Teaching and range of assignments** – Throughout the years I have been external examiner I have seen clear evidence of some excellent teaching, and the use of innovative assessment methods. I have also seen a good range of differing methods of assessment beyond the standard essay format.

I am particularly pleased to see the teaching of Archaeological Photography and Archaeological Illustration – year on year these have produced consistently excellent results. These skills are important, as part of the skill set of the rounded archaeology graduate, and it is fantastic to see that Cardiff continues to support and teach them.

I am also pleased to see that fieldwork is a central component of the Cardiff degree, students are required to undertake 3 weeks fieldwork at the end of their first and second years. This is to be commended as so many archaeology degree courses have reduced their fieldwork requirement to a mere 3 weeks; a fact that is lamented by the best students who cry out for extra fieldwork experience. It is therefore to Cardiff's credit that fieldwork is encouraged and supported.

**Marking and moderation system** – Archaeology and Conservation at Cardiff clearly operate a robust and clear system for marking and moderation. Over the years I have noticed that the system appears to get better and better, with greater clarity and transparency (in terms of moderation) and greater, and more detailed feedback to students (in terms of forms for distinct formative and summative feedback).

**Administration and management** – throughout the years I have been external examiner the management of the examination process has been exemplary. It is clear that the management and organization of assignments is well handled by staff in the Archaeology and Conservation office. It is easy to underestimate the importance of an efficient office administrator, however office staff in fact play a central role, acting as a hub for staff and students alike, and ensuring the quick turnaround of assignments and their return to students. The uniformly excellent administrative staff are a credit to the Archaeology and Conservation staff, it is hoped that the University continues to support them.

## 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?	*		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		*	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	*		
8.4	Were the nature, spread and level of the questions appropriate?	*		
8.5	Were suitable arrangements made to consider your comments?	*		
<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?	*		
8.7	Was the general standard and consistency of marking appropriate?	*		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	*		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	*		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	*		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	*		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	*		
8.13	Was the method and general standard of assessment appropriate?	*		
8.14	Is sufficient feedback provided to students on their assessed work?	*		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			*
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	*		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	*		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	*		
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>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?	*		
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](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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,  
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE