



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:	Catherine Duncan		
Home Institution / Employer of External Examiner:	South West Wales Media, Adelaide Street, Swansea SA1 1QT		
Programme and / or Subjects Covered by this Report:	School of Journalism Post-Graduate Diploma		
Academic Year / Period Covered by this Report:	2012-2013	Date of Report:	26/6/13

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

Cardiff School of Journalism has a high reputation with employers in the industry. Graduates who pass the Diploma are highly prized by media companies wanting to fill trainee positions.

I have visited the centre and discussed the course with the team. I believe it teaches all the basic knowledge and skills needed by a trainee journalist.

The different exams that have to be passed to gain the Diploma make up a fair and challenging assessment.

Holding the Diploma demonstrates you are capable of making a real contribution to a media organisation from your first day at work.

2. Academic Standards

Students would not be able to gain the Diploma without demonstrating high academic standards in their understanding of the law, ethical questions and précis and comprehension. However, what makes the Diploma prized over some Media Studies courses is that it prepares students for the real world. My role as External Examiner is to check that marking reflects the standards and up-to-date requirements of the real world. They do.

3. The Assessment Process

It is not easy to gain high marks in the Diploma exams. They represent what an average experienced journalist would view as a hard day at the office. That is as it should be.

4. Year-on-Year Comments

N/A

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

I have liaised with the team for several years now and taken many post-graduate students on work placements. I have a solid understanding of the course structure and the team have been particularly helpful, offering advice and answering queries quickly.

6. Noteworthy Practice and Enhancement

I would suggest that candidates be given the choice to write either one long piece in each section, or split it into two or three related reports – ie a lead and side panels – which is more in keeping with newspaper and online trends.

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)
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/A
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		N	
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?			N/A
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			N/A
8.13	Was the method and general standard of assessment appropriate?			N/A
8.14	Is sufficient feedback provided to students on their assessed work?			N/A
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/A
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/A
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