



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:	Dr Nasar Meer		
Home Institution / Employer of External Examiner:	Strathclyde University		
Programme and / or Subjects Covered by this Report:	MA Islam in Contemporary Britain		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	4 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

The program offers a broad and innovative portfolio of modules that have a clear set of appropriate learning outcomes that are very effectively configured to the formative and summative assessments.

2. Academic Standards

I am very happy to make a positive report on what I have seen; there is no precise equivalent to this course elsewhere (and in that respect represents a jewel in the crown for Cardiff) but where distinct comparisons can be made it is clear that the academic standard of this program compares favourably with courses provided at Bristol, Edinburgh and Cambridge.

3. The Assessment Process

The feedback to candidates ranged from very good to excellent - both formative and summative responses are provided and there was a good use of marking criteria within the feed-back to clearly justify grading. There are some very innovative assessments in addition to a standard essay question (which is also offered), including reports on public debates that have been written up with close engagement and reference to the scholarly literature. The feed-back used the full range of marks and showed a good degree of internal consistency and agreement between 1st and 2nd markers.

4. Year-on-Year Comments

n/a

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

The support from the course convener was invaluable but better communication by the university would have been (and will be in the future) useful in guiding me through administrative requirements.

6. Noteworthy Practice and Enhancement

Given the salience of the field in public life – I was glad to see the public engagement focus in this course; something that struck me as wholly appropriate to the objectives of the program as a whole. It is a difficult thing to do, to bring together theory and practice in the manner that can be assessed and so the markers have done especially well in balancing a series of criteria that aren't easily captured in the tick boxes.

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

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	x		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	x		
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?	x		
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?	x		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	x		
8.22	Was the Composite Examining Board conducted according to its rules?	x		

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