



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Yvonne Robb		
Home Institution / Employer of External Examiner:	Glasgow Caledonian University		
Programme and / or Subjects Covered by this Report:	MSc Advanced Practice		
Academic Year / Period Covered by this Report:	October 2012 – September 2013	Date of Report: 11:9:13	

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

The MSc Advanced Practice offered by what was the SONMS is a well-structured programme which caters for nurses in a variety of roles and specialities. The programme is very well-managed by the Programme Leader and very well-supported by the Examination Office staff. I have normally been given good warning of scripts that will be coming to me and adequate time to moderate them. Occasionally I have been asked to deal with scripts at the last minute due to extensions having been given to the students. This was not a problem and I would rather students were given extensions if their circumstances demand it so that their chances of success are maximised.

### 2. Academic Standards

The academic standard is commensurate with that of the institution in which I work. Some of the students on the programme are clearly high achievers and over the last year I have seen some assignments of exceptional quality.

### 3. The Assessment Process

The assessment process is rigorous. All of the module assignments that I have seen are appropriate for the particular modules. A number of the assignments are designed to allow the student to look at an aspect of their clinical practice in depth.

They allow the students to demonstrate their knowledge and developing academic skills. Some of the assignments have the potential to allow students to develop practice in their own areas.

The marking and moderation processes are adhered to without exception. Both the marks awarded and the comments given to the students are fair and normally consistent. The comments given to those students who are achieving well should help them to develop their academic skills further. The comments given to students who have not been successful in an assignment make it clear what is required for a satisfactory outcome.

Some students appear reluctant to access the help and support available and this is reflected in their marks. I suspect that the only thing that can be done about this is to continue to encourage weaker students to make use of all help offered.

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

During this last year there were new members on some of the module teaching teams and for the first time I saw some discrepancy between first and second markers. However the individuals were supported by more experienced markers and I am confident that this issue was very temporary and has been resolved.

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

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

The feedback given to students is of particular note. As already documented the comments given to students are supportive and helpful. If a student has done well the comments indicate this and how to develop further. If a student has been referred the comments made state clearly what is required for a successful outcome.

A second comment I would wish to make is that students are offered a very good level of help and support. It is not the fault of the programme team that this support is not always accessed.

All of the Examination Boards that I was able to attend were well-organised and students considered in a professional manner.

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

I was one of the External Examiners for the MSc Advanced Practice for three years. The programme team and the staff of the examination office in what was the SONMS have been friendly, efficient and helpful. They have made it easy for me as an external examiner as it was clear from the outset that notice would be taken of any comment I made.

## 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?	Y		
<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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
<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>				

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