



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Susan Thompson		
Home Institution / Employer of External Examiner:	University of Nottingham		
Programme and / or Subjects Covered by this Report:	BN Nursing		
Academic Year / Period Covered by this Report:	2012/3	Date of Report:	09/08/13

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

This is the first year of the new BSc curriculum with two cohorts a year for which I examine for the adult field. The modules for this first year gave students the opportunity to gain knowledge and understanding in core Principles of Nursing Care through the Professional Values and EBP, Safe Practice in Care (portfolio work) and Developing Professional Relationship modules.

It also introduced students to of public health and health promotion encouraging a basic understanding of the wider determinants of health.

The fact that this first year all modules are integrated allows students to gain an insight into the needs of diverse client groups and different nursing field roles. The programme is on course to meet both NMC and EU requirements for nurse education.

2. Academic Standards

I have been impressed by the quality of nursing students starting this programme. I have had the opportunity to review written work as well as oral presentations and find that the quality of work favourably compares with that on other degree nursing programmes of which I am familiar

3. The Assessment Process

The assessment process appears to be transparent with module handbooks clearly outlining assessment guidelines and expectations and marking criteria for students. Academic supervision through tutorials is also widely available to students which is excellent practice. There are clear extenuating circumstances and extension procedures which students have access to. Marking and moderation procedures are excellent with moderation reports made available to external examiners.

I had the opportunity to attend student presentations as part of Module NR1012 and it was arranged so that I observed all marking pairs. I found that there was consistency in marking between markers both in marking and in the fairness of facilitation of student presentations.

There was also the opportunity before the exam board to assess student portfolios for Module NR 1014.

Scripts are available to externals in concordance with the set timetable and the use of the electronic feedback site is an efficient way of providing comments on individual modules.

4. Year-on-Year Comments

First year of programme

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

Attendance at the induction day in October provided me with a good overview of the programme, allowed me to meet with the course team and acquainted me with the relevant procedures. Provision of the course specification, cohort timetables and external examiner handbook are appreciated and act as essential aide memoirs for the role.

I also ensured that I attended an early exam board and student presentation day. I was made very welcome at both of these by the course team and they enabled me to get to know more members of the course team, discuss issues re assessment and familiarise myself with the first year of the programme.

6. Noteworthy Practice and Enhancement

The course team appear exceptionally diligent in the construction of written guidelines, module specifications and marking and other procedures students, staff members and externals.

7. Appointment Overview (for retiring External Examiners only)

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?	Y		
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?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
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?	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		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		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		
Joint Examining Board Meeting (if applicable)				N/A
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

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