



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Professor Azzam F. G. Taktak		
Home Institution / Employer of External Examiner:	University of Liverpool		
Programme and / or Modules Covered by this Report	MSc in Clinical Engineering		
Academic Year / Period Covered by this Report:	2016/17	Date of Report:	2 June 2017

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

This is a distance learning programme for training Clinical Engineers in the NHS, armed forces, industry and academia. The subjects and topics taught are a mixture of pure engineering such as Electronics and Mechanical engineering and other more specific topics such as Clinical Engineering and Medical Aspects. The mode of delivery of the programme ensures that it maintains currency and relevance through a number of coursework assignments and projects in the candidate's own area of work.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The course is taught at the appropriate standard of other similar courses that I am familiar with in the UK. The teaching faculty includes a mixture of NHS and university staff who are highly knowledgeable in their own areas.

- 3. The Assessment Process** (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

There was a good range of project work carried out for the dissertations. There was a good spread of marks awarded for the dissertations with sufficient comments as necessary.

- 4. Year-on-Year Comments**

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

This is the last year this programme is running which is a great shame as it seems to have been of great benefit to those who have graduated from it and their employers.

- 5. Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

- 6. Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

- 7. Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

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/A
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?			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
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?			
Examining Board Meeting				

8.17	Were you able to attend the Examining Board meeting?			N/A
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
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?		N	
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			See 8.30
8.28	Were the schemes for marking and classification correctly applied?	Y		
8.29	Were the standards of the awards recommended appropriate?	Y		
8.30	<p>Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i></p> <p>I was offered the chance to attend but I declined on this occasion as I have attended many of these before and I have no reasons to be concerned regarding the conduct of these meetings</p>			

Please return this Report, **in a Microsoft Word format**, by email to:

externalexaminers@cardiff.ac.uk

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

**EXTERNAL EXAMINER REPORT FORM
MASTER'S DEGREE (DISSERTATION) STAGE**

EXTERNAL
EXAMINERS
31 MAY 2017



This Report Form supplements the External Examiner Report form submitted by the External Examiner in respect of Postgraduate Certificates and Postgraduate Diplomas (i.e. the Taught Stage of the Master's programme). This form and other External Examiner documentation is available electronically at: <http://www.cardiff.ac.uk/regis/ifs/exex/index.html>

SECTION A *To be completed by the School*

School: ENGINEERING
Name of External Examiner: Prof A Taktak
Programme of Study examined: MSc Clinical Engineering
Academic Year/Session to which the Report applies: 2016 / 17
Number of Students in the current cohort: 7 (dissertation stage)
Number of Dissertations seen by the External Examiner: 7
Number of Dissertations seen by any Co-External Examiner(s): 0

SECTION B *To be completed by the External Examiner*

Please respond to the following questions by ticking the appropriate box. Please make appropriate comments particularly if your answer is 'No' to any question. Wherever possible please submit the form in word-processed format. An electronic version of this form is available at www.cardiff.ac.uk/regis/ifs/exex/index.html

Dissertations for Master's Programmes		Yes	No
1	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	✓	
2	Was the sample in accordance with the University's sampling guidelines (guidelines provided overleaf, summary details on sample in Section A above)?	✓	
3	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	✓	
<p>4 Comments Please use an additional sheet if required. The dissertations are written to a good standard with the appropriate balance between theoretical knowledge and practical work. All dissertations describe solutions to real-life problems as expected with this programme as students are working in the field. There is a good spread of marks although no marking scheme was provided.</p>			

Freedom of Information Act The University is a public authority and therefore subject to the Freedom of Information Act 2000. The University may therefore be required to publish the whole or parts of any reports and correspondence submitted by its External Examiners. The University also reserves the right to choose to publish the whole or parts of any reports submitted by its External Examiners.

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