



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Edward Mallen		
Home Institution / Employer of External Examiner:	University of Bradford		
Programme and / or Subjects Covered by this Report:	MSc in Clinical Optometry		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	27 th July 2015

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 programme structure enables students from differing backgrounds and with wide ranging work and lifestyle commitments to access this programme. It is a great example of continuing professional development and up-skilling for optometrists and other allied health professionals with an interest in eye care. Further, the programme represents a valuable route for optometrists from outside the UK to improve their skills.

2. Academic Standards

Academic standards are rigorous, and in keeping with other programmes at this level. It is good to see external accreditation for some of the modules within this programme (i.e. The College of Optometrists Higher Qualifications). The planned Independent Prescribing modules will be a popular part of the programme in due course.

3. The Assessment Process

The assessment process comprises a mix of methods including formal examinations delivered electronically, direct observation of patient examination, station examinations and viva voce. The processes employed are of high standard, are fair, and are given a good level of internal and external academic scrutiny.

4. Year-on-Year Comments

The academic and administrative staff have performed to their usual high standard. Feedback from students is good.

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

(not applicable)

6. Noteworthy Practice and Enhancement

Of particular note is the administrative support given to academic staff in the delivery of distance learning materials and online assessments. Support is timely and of a very high standard. The small administrative team which supports the MSc in Clinical Optometry should be given credit for their achievements.

7. Appointment Overview (for retiring External Examiners only)

It has been a pleasure to act as External Examiner for this programme. It is great to see the programme going from strength to strength, and remaining responsive to the needs of the profession and patients in need of eye care. I wish the programme team every success in the future.

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?	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		
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?	Y		
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)				
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