



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:

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	For completion by External Examiner:		
Name of External Examiner:	Michele Raithby		
Home Institution / Employer of External Examiner:	Swansea University		
Programme and / or Subjects Covered by this Report:	MA Social Work		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	13/8/2014

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 programme fulfils the requirements of the Care Council for Wales qualification framework for a social work degree in Wales, and the QAA subject benchmarks. The programme has representation from service users and carers and provider partners both in its management structure and contributions to teaching. The curriculum is coherent, provides comprehensive coverage of relevant areas of learning and practice, and embeds the crucial professional foundations of knowledge, social work values, reflective practice and critical thinking.

2. Academic Standards

In the modules I have examined, academic standards expected of students are high, and compare well to other programmes at this level. Most students achieved these standards commendably, with evidence of excellent critical and reflective academic work. Social work practice portfolios provided evidence of good partnerships with local authorities and other third sector agencies, with a range of learning opportunities for students that tested their skills, and very good support from practice assessors. There was evidence of very good dissertation projects, both empirical and literature-based, that fulfilled Masters level work to high standards. This is particularly creditable, given the demanding nature of professional social work programmes. More detailed, specific comments have been provided for each module examined.

3. The Assessment Process

I began my period of appointment in September 2013, and would not have expected to have been sent examination papers to approve at that stage. For the modules I have examined, the assessment processes have been rigorous and consistent. The process has been transparent, with good tracking of moderation processes. Assessment tasks have been clearly stated with supporting guidance, and with learning outcomes appropriate to the needs of a professional programme. Feedback and feed-forward comments from markers have been extensive, helpful and developmental for students.

4. Year-on-Year Comments

N/A - This is my first year as External Examiner.

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

I attended the University induction event for new Examiners on March 20th 2014, which was informative and provided a good forum for discussion with colleagues and representatives from the University. Documentation provided by the University and the programme team has been clear and timely. The MA Social Work Programme team offered me the opportunity to meet at the start of my period of appointment, and the level of communication and discussion has been very constructive throughout.

6. Noteworthy Practice and Enhancement

The programme has very good partnerships with practitioners who contribute to learning and teaching, which is particularly noteworthy in social work law, where some students' work demonstrated excellent understanding and accuracy. The range of assessment tasks has been varied across modules, and assess both individual and group skills and knowledge.

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?	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	
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?			N/A
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