



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Glynis Buckle		
Home Institution / Employer of External Examiner:	Prev Postgraduate School of General Practice Oxford Deanery		
Programme and / or Subjects Covered by this Report	Masters in Medical Education <i>MSc/PgDip in Medical Education ('face to face')</i>		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	15/7/16

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

The programme is well structured and appropriate to its aims as a Postgraduate Certificate, Diploma and Masters in Medical Education. The structure provides students with wide range of opportunities which enables them to develop their skills and knowledge as well as demonstrate their strengths' and preferences. It provides a wealth of opportunities for peer to peer work as well as individual access to a personal tutor. The structure of the course allows those students whose circumstances change to leave the course at appropriate stages with recognition of what they have achieved i.e. Certificate or Diploma

### 2. Academic Standards

Academic standards are high, fair, consistent and rigorously applied. The wide range of grades across each module reflect the way in which different students respond to different challenges, though some students are consistently high in all areas. The overall pass rate is high with an appropriate number of merit and distinction awards. The number of students who fail to reach the required standards remains low and in all cases there is evidence that these students have been given encouragement and support in an effort to help them to achieve the required standards. Requests for extensions and extenuating circumstances are given the appropriate consideration and the process is compliant with University guidance and requirements.

### **3. The Assessment Process**

The assessment process is rigorous and transparent with consistency across all markers which is evident through the use of double marking. Each part of the course offers a different challenge and each challenge is appropriately assessed. Most students for the course come from a variety of professional medical backgrounds and can each work within a topic that is appropriate to the individual in order to meet the requirements of the assessments. This makes both the learning and the assessment relevant to the individual student. The thoroughness of the assessment process provides each student with a high level of feedback on their work which illustrates very clearly why the assessor has marked as they have.

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

There were no issues raised in the previous examiners report.

The standards achieved compare well with the previous year.

There has been a change in the tutor team brought about by the retirement of a very experienced tutor. New tutors have been recruited to the team and there is no noticeable change in the standards of teaching, assessment and feedback.

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

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

Once again feedback is of the highest quality: sometimes almost being like a mini tutorial. This is a reflection of the skills and commitment of the tutor team. It is always sensitive but honest and seeks not only to inform the student but to move them on.

There has been a change in personnel over the last 12 months but the new tutors have integrated well and this continues to be a course delivered by a dedicated team who support and challenge each other whilst being sensitive to the needs of the students and cognisant of and compliant to the requirements of the University

As an external examiner I have felt well supported by a very efficient admin team

### **7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**

Tutors are supportive and encouraging in their feedback. It sets out clearly what has been done well and highlights areas that require improvement and the reasons for this.

The assessment is consistent with what is expected at Master's level and the grades awarded appropriately reflected the standard of the work produced.

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

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	x		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			x
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?			x
9.4	Were the nature, spread and level of the questions appropriate?			x
9.5	Were suitable arrangements made to consider your comments?			x
<b>Marking Examination Scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	x		
9.7	Was the general standard and consistency of marking appropriate?	x		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	x		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	x		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	x		
<b>Coursework and Practical Assessments</b>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	x		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	x		
9.13	Was the method and general standard of assessment appropriate?	x		
9.14	Is sufficient feedback provided to students on their assessed work?	x		
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			x
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	x		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
9.17	Were you able to attend the Examining Board meeting?	<b>x</b>		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>x</b>		
9.19	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?	<b>x</b>		
<b>Joint Examining Board Meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			<b>x</b>
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>x</b>
9.22	Was the Composite Examining Board conducted according to its rules?			<b>x</b>
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	<b>x</b>		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	<b>x</b>		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	<b>x</b>		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	<b>x</b>		
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	<b>x</b>		
9.28	Were the schemes for marking and classification correctly applied?	<b>x</b>		
9.29	Were the standards of the awards recommended appropriate?	<b>x</b>		

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:

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

#### **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

# Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.