

## 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:	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:	2015-2016	Date of Report:	8 <sup>th</sup> August 2016

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 MA Social Work Programme continues to fulfil the Care Council for Wales framework for social work degrees in Wales, and conforms to QAA subject benchmarks. The curriculum is coherent, and addresses a suitable range of practice areas. It integrates user and carer involvement into its management and teaching structure, which was also evidenced by attendance at the Assessment Board by a service user representative. Students graduating into their first year of practice are equipped with the necessary knowledge of the legal details and practice principles of the Social Services and Well-being (Wales) Act 2014, which came into force in April 2016. Learning in the areas of social work with both adult care and children continues to be strong, providing a valuable generic base in practice.

### 2. Academic Standards

The academic standards in the samples of assignments seen remain high, and are comparable with other UK HEIs that undertake professional social work education at Masters level. Individual comments on all modules and samples of work and dissertations seen across the two years have been provided to Programme team members. Student academic work demonstrates very good levels of the application of theory and legislation to relevant social work practice, with examples of sophisticated critical analysis across both years.

In the portfolios of practice undertaken in Practice Learning Opportunities, there was evidence of students developing and applying their skills and knowledge base through reflection on their progress. They were assisted in this by continuing constructive guidance from Practice Assessors throughout the placements, and portfolios included final supportive comments from Programme personal tutors.

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

There is a varied range of assessment tasks across the curriculum that address a range of skills and knowledge. These include essays, presentations, reflective accounts, examinations, and portfolios based on Practice Learning Opportunities. The tasks provide opportunities for all students to demonstrate knowledge, skills and critical analysis relevant for social work practice, and there were examples of excellent work. Marks awarded are fair, and feedback/feedforward comments to students at all levels of attainment are full and constructive. The moderation process is transparent, and provides evidence for discussion between team members of issues that may arise in marking.

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

Following on from arrangements in the previous academic year, the welcomed opportunity for Examiners to meet with students from both levels of the Programme was arranged by the team. Students that we met were particularly appreciative of the care shown by staff members towards them, and some were able to make favourable comparisons with their previous experiences of higher education.

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

N/A.

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

Communication with the Programme academic and administrative team continues to be constructive and responsive. Following suggestions made to the Programme team at the Assessment Board, arrangements are in place to enable External Examiners to access Learning Central. This is a welcome development that will minimise paper waste and administrative burden, and allow Examiners to select samples and view relevant learning materials. My Examiner comments to the MA Social Work team members on work sampled have praised the thoughtful and personalised approach adopted with student feedback, and the commitment to innovation and continued enhancement of a Programme that maintains high academic and practice standards.

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

Examination of dissertations was shared between Examiners. The Programme continues to offer students choice between small-scale empirical projects and desk-based literature review or secondary data analysis. Topics were up to date and relevant to the changing legislative and practice landscape in Wales. Students with higher marks showed a good grasp of research methods, and good critical perspectives. Where students needed guidance for revision and re-submission, marker feedback was clear and explained areas for development.

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

N/A.

## 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?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
<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?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
<b>Coursework and Practical Assessments</b>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
<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?	Y		
<b>Examining Board Meeting</b>				
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		

		Yes (Y)	No (N)	N/A (N/A)
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?	Y		
<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?			X
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
9.22	Was the Composite Examining Board conducted according to its rules?			X
<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?	Y		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	Y		
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	Y		
9.28	Were the schemes for marking and classification correctly applied?	Y		
9.29	Were the standards of the awards recommended appropriate?	Y		

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.