



## 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:	Daniel Apau		
Home Institution / Employer of External Examiner:	City University London		
Programme and / or Subjects Covered by this Report	Post Graduate Taught Programmes		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	25/05/16

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 and curriculum structure is commensurate with other institutions and underpinned the need for a professional competent at providing safe evidenced based care for clients. The programme underlines the ethos of producing professional practitioners who will be fit for purpose in their various professional practices and future workforce requirements.

### 2. Academic Standards

The academic standards of modules I examined were aligned to the QAA benchmarks and frameworks HEIs and stipulations from the various healthcare professional bodies

### 3. The Assessment Process

The range, depth and breadth of assessments I have examined have been suitable for the modules intended learning outcomes.

The quality of feedback to the students is of high standard and provided the students with appropriate feedforward to enable them achieve higher marks in future work. The assessment criteria for modules is fair and transparent and do allow the assessor and moderator to apply the same criteria for each individual student. The marking process has been very transparent between markers.

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

1<sup>st</sup> Year.

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

Communication was very effective from the application process through induction and subsequent request to examine scripts.

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

The assessment rubrics and marking system especially the use of annotated comments facilitate comprehension on areas to improve.

The quality of feedback is of a very high standard and in my view gives good opportunities for the students to improve in their academic journey, and where a student has failed the quality of feedback can be very extensive indeed.

The academic support services have been very helpful, they have guided me and answered my questions in a very friendly way. It has been a pleasure to work with them this year. The academic staff again have made me feel very welcome and again the support has been very good. Although challenging initially, the use of the online system for examining papers has been excellent and the staff have been approachable in aiding my understanding.

Good practice has been observed throughout the whole of my first year, especially in relation to support feedback and the programme team should be commended for this.

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

I had the privilege of examining some dissertations some of which were outstanding in terms of depth and breadth in extrapolating rich knowledge for practice enhancement.

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

I have very much enjoyed my first year as the external examiner, and I feel that this is because of the warm and collegiate working approaches from all the team. Unfortunately, due my resignation from my institution cannot continue as EE. Thank you for all your support.

## 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?			N/A
<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?			N/A
<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?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A
<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?			N/A
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
9.28	Were the schemes for marking and classification correctly applied?			N/A
9.29	Were the standards of the awards recommended appropriate?			N/A

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.