



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: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Bernard Pennington		
Home Institution / Employer of External Examiner:	Edge Hill University		
Programme and / or Subjects Covered by this Report:	BSc Intra & Perioperative Practice <i>BSc(Hons) in Intra and Perioperative Practice and the Diploma in Operating Department Practice</i>		
Academic Year / Period Covered by this Report:	Sep 2015	Date of Report:	July 2016

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

Clear and logical structure – meets stated aims and objectives. Commensurate with comparable CPD programmes for perioperative nurses and ODPs nationally (UK).

2. Academic Standards

This programme maintains the academic standards set for its award in accordance with the frameworks for higher education qualifications and applicable benchmark statements. The academic standards are comparable with similar institutions offering this award across UK. Students' achievements are commensurate with threshold standards witnessed elsewhere.

3. The Assessment Process

Assessments are well designed and applied against the intended learning outcomes. There is a healthy mix of assessment strategies taking into account students' learning needs. Assessments comply with institutional requirements, are rigorous but not excessive. Faculty are to be commended on the balance of design innovation in this area. All modules are well aligned and appear to work well. Throughout sampling I have witnessed a high and consistent standard of feedback that leaves learners in no doubt as to how higher grades may be achieved whilst giving fair credit for good

and excellent work. The assessment process is comparable with similar institutions offering this award across UK.

4. Year-on-Year Comments

I was consulted regarding minor moderations to HC3075. The rationale for changes to the word count for summative assessment and module to be considered “optional” were clearly rationalised and I agreed the changes.

Marking, moderation and feedback has remained at the high level of the previous year and the introduction of feed forward by some markers has enhanced this further.

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

N/A

6. Noteworthy Practice and Enhancement

This is a very well structured award and I remain unable to recommend any improvements. Once again I would like to commend the staff for their commitment to giving high quality feedback to students.

7. Appointment Overview (for retiring External Examiners only)

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/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
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?			N/A
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			N/A
8.13	Was the method and general standard of assessment appropriate?			N/A
8.14	Is sufficient feedback provided to students on their assessed work?			N/A
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?		N	
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?			N/A
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?			N/A
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	
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:

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.