

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:	Dr Kay Norman		
Home Institution / Employer of External Examiner:	From 01.10.16 University of Worcester Previously The Open University		
Programme and / or Subjects Covered by this Report	BSc Community Health Nursing Practice (Overseas) Modules associated with the above award <i>BSc in Community Health Studies, [the BSc in Community Health Nursing Practice (Overseas), ending 2015/16] and the module Fundamentals of Community Practice and Year 1 of the new MSc in Community Health Studies (in 15/16 only)</i>		
Academic Year / Period Covered by this Report:	2015/2016	Date of Report:	12.12.16

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 structure reflects principals of nursing and health care in community settings that can be applied to overseas students who are sponsored to this award.

Although it mirrors the community nursing programmes currently delivered to UK community nursing students at Cardiff University, the structure allows overseas students to draw on their specific cultural literature base to ensure the links from theory to practice are relevant.

The aims and learning outcomes are clearly articulated within all award structures which provide a coherent pathway for all students.

The suite of modules within these awards provide both generic and specific learning opportunities to ensure students and employers/workforce needs are met and are fit for purpose.

2. Academic Standards

The programme maintains the threshold of academic standards in accordance with the QAA framework for HEQ and also subject statement benchmarks.

The academic team at Cardiff University work closely with colleagues in Oman to ensure educational standards are understood and maintained. Visits to Oman from the educational team ensure consistency.

3. The Assessment Process

All modules within these awards demonstrate clear learning outcomes to be achieved and these are further explained within the relevant assessment guidelines.

The assessment schedule provides a range of methods across the programme, both formative and summative, ensuring students have an opportunity to receive progress feedback in order to achieve module requirements.

The assessment strategy employs frameworks to encourage application of theory to practice across all modules. This promotes innovation and improvement within the health care setting and encourages inter-professional learning and working.

Grademark is utilised to good effect throughout all modules, with feedback and feed forward to students being clear, supportive, justifying marks awarded, and how improvements can be made.

4. Year-on-Year Comments

No issues raised from previous report.

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

N/A

6. Noteworthy Practice and Enhancement

The team have a culture of continual evaluation and improvement and always have the student at the centre of decision making in moving the programmes forward.

Feedback and feedforward to students continues to be of a high standard. The teaching team should be commended on the detail and direction provided across all modules.

The progression of students through the duration programme is evident. It has proven difficult for some students when commencing this programme due to language and cultural differences. However, it has been a pleasure to see how students have grown in self-awareness, improve their academic skills, relate theory to practice and have begun to make real improvements in community

health care provision. This is a testament to the academic team at Cardiff University and the relevant clinical mentors in Oman.

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

N/A

8. Appointment Overview (for retiring External Examiners only)

It has been a pleasure working with the team at Cardiff University. Both academic and administrative staff have been extremely helpful in providing relevant information in a timely manner.

The commitment and hard work of the team in ensuring standards of excellence within all programmes and prioritising student centred learning has been obvious during my period as external examiner.

I wish the team all the very best for the future.

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)
Programme/Course Information				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	√		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		√	
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?			√
9.4	Were the nature, spread and level of the questions appropriate?			√
9.5	Were suitable arrangements made to consider your comments?			√
Marking Examination Scripts				
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?			√
9.7	Was the general standard and consistency of marking appropriate?			√
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			√
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			√
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			√
Coursework and Practical Assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
9.13	Was the method and general standard of assessment appropriate?	√		
9.14	Is sufficient feedback provided to students on their assessed work?	√		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			√
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	√		
Examining Board Meeting				

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

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.