



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:	Jean Ker		
Home Institution / Employer of External Examiner:	University of Dundee		
Programme and / or Subjects Covered by this Report:	PG certificate, PG diploma, MSc in Medical Education		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	4/8/13

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

This is a part-time distance-learning course where elearning is the main emphasis. The structure is pedagogically appropriate and sequenced.

2. Academic Standards

The academic standards are appropriate and have been mapped to AoME, HEA and GMP where appropriate. There is an understandable wide variation in attainment by the students which reflects the diverse nature of their population. For many English is not their first language which can be challenging in terms of the standards required.

3. The Assessment Process

Students are assessed through a series of modules with written reflective work submitted for marking. The marking criteria are clear and there are appropriate moderation and checking systems in place.

4. Year-on-Year Comments

This does not apply as this is the first year of my appointment.

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

The handbook and instructions sent along with the relevant forms are clear and were sent in June so in plenty of time prior to the exam board .

6. Noteworthy Practice and Enhancement

The system of on line tutor support is exemplary for the students and the course leaders use of social media is to be commended for both tutor and peer support. There is also a process in place for addressing extenuating circumstances of students.

In addition the learning outcomes are well aligned with the assessment processes and the content is of relevance to all educators.

The feedback to students should also be commended as it helps with further assignments so progress and development over the course is seen.

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?	Y		
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?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
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?	Y but would have appre		

		Yes (Y)	No (N)	N/A (N/A)
		ciated more time		
Examining Board Meeting				
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?	Y		
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?	Y		
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/a
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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE