



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr MA McArthur		
Home Institution / Employer of External Examiner:	School of Allie Health Professions, University of East Anglia		
Programme and / or Subjects Covered by this Report:	Part Time BSc OT Programme		
Academic Year / Period Covered by this Report:	2012-2013	Date of Report:	05.08.13

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 continues to be a well-run programme despite a number of administrative and personnel changes over the past year. The Cardiff programme continues to be strengthened by its collaboration with Glyndwr and the two course leaders are to be commended for their commitment to this partnership.

2. Academic Standards

The students are working at an academic and professional level commensurate with HCPC and COT standards

Extended Literature Review

Reviewed: 5 scripts; Mark Range: 80-29

There was a good range of marks. There was a useful description of the marking and moderation process. This is a useful assignment that helps the student with general academic writing skills of accessing literature as well as preparation for future research activities. I have asked the team to consider encouraging the students to include, as standard, the literature review equivalent of a Consort diagram to show how many articles they originally identified, which were rejected and why. The students who did less well struggled with the balance of description, discussion and so had limited critical synthesis. A number of the students who did

least well clearly need help with general academic writing skills and need to be encouraged to use university learning support services and to proof read their work.

Inter-professional Analysis - Practice Placement (Critical Evaluation)

Reviewed: 4 scripts; Mark Range: 78-45

The students who achieved the highest marks certainly demonstrated skills in producing a well organised and professional piece of writing. There were some good theory-practice links. The students who scored less well used less authoritative theoretical underpinning and tended towards description rather than discussion with resulting weaknesses in critical synthesis.

HCA116 Viva Critically Evaluating Practice -

Reviewed: 5 scripts; Mark Range: 41 – 90; Mean mark: 65%

This is a very useful assignment that clearly tests the students' clinical reasoning. There are a range of marks that demonstrate that the assignment tests a variety of appropriate performance elements. The questioning by the markers helped to clarify any areas of weakness in the presentations and also allowed the good students to shine. I highlighted to the team that one student presented such a professional performance that she should be encouraged to either present at a conference such as the COT annual conference or a context-specific conference or write it up as a practice analysis for the British Journal of Occupational Therapy (BJOT).

HCA 115 research presentation and reflection

Reviewed: 3 scripts; Mark range: 75 – 53 (actual range 75 – 0 with breach of confidentiality)

This is a useful and interesting assignment. Empirical studies are much harder to do, with the logistics alone, and students should be congratulated for taking on the challenge. Clear feedback will allow students to understand what they could do to improve the work.

The team may want consider the advice they give on the number of articles appropriate for a literature review, for example, one student reviewed 24 papers which is a large number for an assignment of this size (more the size of a Cochrane review!) which limits critical synthesis. A more focussed question would have produced a more manageable number of selected articles and a greater depth of analysis. The team might want to also consider the use of data in/out, data extraction forms, and a summary table of the main features of each paper in any assignments that focus on literature review. One assignment I reviewed could, with a bit of work, be submitted to BJOT as a Practice Analysis.

There were a surprising number of referencing errors for an assignment at this late stage in the students' academic progress.

HCA Case based viva c10 2013

Reviewed: 5 presentations; Mark Range: 41- 85

This is a challenging assignment that gives the students the opportunity to demonstrate their understanding of the impact of policy and legislation on professional practise. The mark range demonstrates that it is fit for purpose as it

tests a range of knowledge and skills. Some of the feedback could have been developed further to help the students to understand what they need to do to improve their performance.

HCA 117 Reflective report

Reviewed: 4 scripts; Mark range: 81- 41 (true range 81-0 because of a breach of confidentiality)

This is an interesting assignment that assesses an important part of a health professional's practice, that of critical reflection of a learning experience. I read one script that could be written up for BJOT. This is a challenging assignment which requires students to construct a learning contract, identify suitable events for reflection and then reflect on them using an appropriate model of reflection. The evidence and thinking about this assignment is a lot to do on a short placement. However the assignment marks clearly indicate that some students can certainly meet the demands of the task.

3. The Assessment Process

I was given very late notification of the Exam Board date, which was earlier than the usual date, so I could not attend as I had a prior conference commitment. All work was therefore reviewed in advance of the Board and feedback provided.

There are a good range of assessment types which test a range of important skills. Feedback is generally helpful, focussed and appropriate. The markers clearly take this part of their role very seriously.

The marking and moderation reports provide an excellent audit trail of the decisions made.

4. Year-on-Year Comments

I understand that this programme will cease to run once the remaining cohort has completed their studies. While understanding the economic necessity of rationalising programme provision it is a blow to the university's commitment to widening participation, as this Part Time BSc programme is specifically targeting applicants who would fulfil that widening participation remit.

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

N/A

6. Noteworthy Practice and Enhancement

The team work extremely hard to ensure consistency across markers, across assignments and between Cardiff and Glyndwr. The programme has a range of creative and appropriate assessments. The feed forward mechanisms continue to be developed to help students understand how to improve assignment performance.

The team have a strong commitment to getting the best out of the students, for example, in the HCA101 Interprofessional Teamwork assignment there was a presentation was a clear fail. The markers did everything they could, within

appropriate boundaries, to facilitate the student's performance in this assessment. The markers' feedback should help the student to prepare for a reassessment.

The placement paperwork, the preparation for the development of learning contracts on placement, and the justification of the placement grade is exemplary.

7. Appointment Overview (for retiring External Examiners only)

N/A

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?	✓		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			✓
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		✓	
8.4	Were the nature, spread and level of the questions appropriate?			
8.5	Were suitable arrangements made to consider your comments?			
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?	✓		
8.7	Was the general standard and consistency of marking appropriate?	✓		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	✓		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	✓		
8.10	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				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	✓		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	✓		
8.13	Was the method and general standard of assessment appropriate?	✓		
8.14	Is sufficient feedback provided to students on their assessed work?	✓		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			✓
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	✓		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		✓	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			
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?			
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?			
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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