



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	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 Cert Dip Masters in Medical Education		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	10/09/2015

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

The programme is an online distance learning programme. There is clear evidence of underlying pedagogy in the structure of the modules and the feedback given to students is exemplary structured around content application and presentation. Different modules have different credit values which makes the programme reflective of real practice. Each student group has an online tutor who is required to spend 5 hours over 5 days providing on line access to support.

Resubmissions are capped at grade C.

There is guidance for assignment writing and staff are well supported and trained

2. Academic Standards

These are linked to the AoME, HEA and GMC's GMP where appropriate.

3. The Assessment Process (including dissertations, if appropriate)

The examplers of assignments external examiners were given access to as part of the review process demonstrated a breadth of capability across the student population

4. Year-on-Year Comments

The programme lead provides measured and appropriate responses to any queries demonstrating that suggestions have been reflected on. For instance an introduction has been added to each module to enhance student participation in the last academic year.

New software has also been introduced.

Live chat facility will be introduced in the coming academic year. Webinars will also be introduced in to the PG certificate.

It may be helpful to develop more prizes to award excellence in modules.

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

6. Noteworthy Practice and Enhancement

This programme is an excellent exemplar of how to run a post graduate programme and it would be appropriate for the academic and administrative staff to be recognised particularly the lead.

There is an excellent peer review process and students need to evaluate the previous module to gain access to the next module which has helped to further modify and develop the programme.

The introduction of the use of cartoons as part of the introduction to each module is excellent.

The induction module of 3 weeks where each student is given 2 assignments to read and mark is an innovative and useful way of sharing expectations of the standards expected.

The review process of the programme is undertaken annually with one module reviewed in depth as a minimum.

Extenuating circumstances continue to be addressed sensitively and supportively without lowering standards.

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		
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?	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:

Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE