

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:	Peter Allen		
Home Institution / Employer of External Examiner:	Anglia Ruskin University		
Programme and / or Subjects Covered by this Report	Postgraduate taught programmes (School of Optometry and Visual Sciences)		
Academic Year / Period Covered by this Report:	2015-2016	Date of Report:	30.9.16

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 various subjects that are included under the 'postgraduate taught programmes' umbrella are both extensive and impressive. They provide distance and e-learning modules complimented by practical training. They are developed and delivered by practitioners who are knowledgeable and enthusiastic about their subject areas of expertise. The programmes continue to reflect current practice and are at the forefront as new avenues of practice are emerging. They reflect standards and guidelines as detailed by the GOC and COO respectively.

2. Academic Standards

The MSc in Clinical Optometry programme is maintaining the academic standards as detailed in the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies document. The academic standards and achievements of students would be comparable with other UK HEIs.

3. The Assessment Process

The assessments are varied, appropriately designed and applied. They measure student achievement rigorously and fairly and are in alignment with the published learning outcomes and are conducted in line with Cardiff University's policies and regulations. The volume of assessment is appropriate; award classifications are appropriate and comparable with assessments in modules of the same level. I have provided the team with some comments e.g. no mobile phones on OSCE ring and lamination of paperwork. I will comment on these within my next report within the year-on-year comments. The external examiners suggested that we

could view some completed examination scripts before the Awards Board – this is due to occur next year. It would be expected that if both external examiners make an identical comment regarding an assessment e.g. that an examination question is too easy then the appropriate changes would be made.

4. Year-on-Year Comments

I haven't received any previous reports and the link within the external examiners guidance document did not work. I can comment in this section next year.

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

The documentation has been very helpful. I have not attended an induction event (solely due to my lack of availability on the induction days). During one of my observation visits the module leaders were surprised that I was there. It would be very helpful in future if the external examiners could be sent relevant module content before any observation visits too please. On the whole though the administrative team have been excellent throughout.

6. Noteworthy Practice and Enhancement

Overall I have been very impressed with these courses. The lecturers work as a team and are led most admirably [REDACTED]. They are continually developing modules (most important on these types of courses) and appeared to be open to any suggestions the external examiners made during their observation visits. The clinical area is an excellent facility.

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

8. Appointment Overview (for retiring External Examiners only)

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?	y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?	y		

		Yes (Y)	No (N)	N/A (N/A)
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	y		
9.4	Were the nature, spread and level of the questions appropriate?	y		
9.5	Were suitable arrangements made to consider your comments?	y		
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?		n	
9.7	Was the general standard and consistency of marking appropriate?			n/a
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			n/a
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			n/a
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			n/a
Coursework and Practical Assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	y		
9.13	Was the method and general standard of assessment appropriate?	y		
9.14	Is sufficient feedback provided to students on their assessed work?	y		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?	y		
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?			n/a
Examining Board Meeting				
9.17	Were you able to attend the Examining Board meeting?	y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	y		
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?	y		
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?			n/a

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