

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:	Ann Newman		
Home Institution / Employer of External Examiner:	Canterbury Christ Church University		
Programme and / or Subjects Covered by this Report	BSc Clinical Practice <i>BSc in Clinical Practice (and stand-alone post-reg nursing modules)</i>		
Academic Year / Period Covered by this Report:	2015-2016	Date of Report:	12.10.16

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 offers student a range of relevant modules clearly grounded in clinical practice. This academic year I have reviewed work for the following modules: NR3001, NR3167, NR3177, NR3167. The assessment that I have seen have asked the students to consider and challenge their own practice.

2. Academic Standards

The assessments reviewed are appropriate and allow the students to demonstrate they have met the module learning outcomes. The standard of the work is equitable to those I have seen within other institutions. The marks awarded are commensurate with work of a similar standard within my own institution. Weaker students struggle with the critical element and have a tendency to be more descriptive. As with students at other institutions the ability to use literature and reference correctly varies.

3. The Assessment Process

The assessment process appeared fair and equitable across the modules. It would be useful to have sight of the module handbooks and specific guidelines given to the students in addition to the module outlines. Specifically, the information I had for NR3167 seemed to be out of date compared to the assessments undertaken. This was noted in the module report I completed.

Feedback to students was of a high standard and highlighted where students had done well and where they could have developed the work to gain a higher mark. This in combination with in-text comments should allow the students to understand how the mark has been awarded.

4. Year-on-Year Comments

Having reviewed previous reports there appear to be no actions to take forward.

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

The induction event was interesting and gave a general overview. I was able to meet the Programme Director and learn about the programme I am EE for which was helpful. You could consider including time for ID check etc on the day.

6. Noteworthy Practice and Enhancement

Staff are to be congratulated on the high standard of their feedback. Students are given clear information as to where they could have improved the work to gain higher marks and also what they did well within the work. Generally, any queries I raised within my module reports were clarified by the module leads.

As a new External Examiner to the institution it would have helped had I had access to module handbooks and assignment guidelines so I could clearly understand the expectations of the module and what was expected within the assignment. Whilst I do have the module catalogue the module information within did not always match the assignments I reviewed.

Generally, I received work in a timely manner however I did receive work for three modules on the Thursday to be reviewed for an Exam Board the following Monday. I hope that this was just a one off. Getting work to review less than a week before the exam board is not good.

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

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

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.