



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Jane Cronin-Davis		
Home Institution / Employer of External Examiner:	York St John University		
Programme and / or Subjects Covered by this Report:	BSc(Hons) in Occupational Therapy (full-time)		
Academic Year / Period Covered by this Report:	2012-2013	Date of Report:	18 th June 2013

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 commendable academic programme commensurate with similar undergraduate occupational therapy programmes. The overall aims of the programme are clearly stated; each module has explicit learning outcomes and assessment criteria.

It has a particularly strong theoretical component as well as relevant professional and personal skill development.

The programme meets the specific Professional, Statutory and Regulatory Body requirements.

The staff team have commendable academic, research and teaching skills; and are committed to the student academic experience as well as developing competent graduate occupational therapists. I understand that there have been organisational and role changes at the university which does not appear to have impacted on the student experience.

2. Academic Standards

In my opinion, this undergraduate occupational therapy programme achieves the required threshold academic standards set for its award in accordance with the frameworks for higher education qualifications and applicable benchmark statements.

In my experience as an external examiner and programme head, the academic performance and the achievements of students are comparable with those in other UK, Irish and international higher education institutions. Student performance is in-line with students on similar undergraduate programmes; there is evidence of high academic achievement throughout all levels of the programme. The number of 1st class and 2:1 degree awards this year is very impressive

3. The Assessment Process

This programme has a diverse range of student assessment designed to ensure students are equipped with the skills, knowledge and experience commensurate for graduate occupational therapists.

Assessment processes do measure student performance rigorously and fairly and recognise student achievement against the intended learning outcomes of the programme. These are conducted in line with the University's policies and regulations.

The assessment process is transparent and fair to students. There are excellent examples of good practice in terms of individual feedback to students and the cohort overall for each assessment.

There is a balance of carefully designed assessments; and assessment criteria, marking schemes and award classifications are set at the appropriate level.

The Examination Board is conducted carefully, sensitively and confidentially in terms of students with extenuating circumstances.

4. Year-on-Year Comments

I note that there has been a revalidated programme. The team are very responsive to comments and feedback about the programme, student performance, assessments and marking.

Last year during my visit we discussed one assessment in particular (a group presentation). I note that appropriate changes to the new assessment have been considered; the students do still perform very well on the assessment with the staff team marking.

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

Not applicable.

6. Noteworthy Practice and Enhancement

There are a number of exemplary and noteworthy practices adopted by the team. These are as follows:

- My visit was extremely well organised and the staff very hospitable and accommodating.
- Lead marker moderation and reports for external examiners, this are very useful as an overview and to gain insight into how marking was conducted and any challenges experienced..

- Overall report to students on the outcome of each module assessment; this includes areas of strengths, frequently made mistakes and how students can improve their submissions-this is to be highly commended.
- Practice placement paperwork and scrutiny of student assessment reports by external assessors (practice educators) by the placement team. New marking criteria have been necessary due the fact that a specific mark (%) is required for practice placement.
- The placement team, educators and students should be commended for the exceptional and very comprehensive documentation to record student placements. The fact that placement documentation is officially and so rigorously moderated is to be applauded-this system should be shared in the wider occupational therapy education community.
- Specific recognition of students achievement on practice placement separate to academic achievement.
- Range and methods of student assessment.
- New programme is well-structured with the use of the spiral, integrated modular curriculum. It has a strong occupational focus with the relevant balance of academic requirements, theory/knowledge, skills and professional practice. This should assist students to make transitions from one year to another and make the necessary links across modules.

7. Appointment Overview (for retiring External Examiners only)

During my appointments as external examiner for the undergraduate full-time occupational therapy programme, it has been a pleasure to work with the staff at Cardiff University. Their hard work, attention to the necessary detail and commitment is exemplary.

I have continued to be impressed by the high number of 1st class and 2:1 degrees awarded to graduates from the programme.

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