

EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Ian Hardcastle		
Home Institution / Employer of External Examiner:	Newcastle University		
Programme and / or Modules Covered by this Report	MSc in Medicinal Chemistry		
Academic Year / Period Covered by this Report:	2017-2018	Date of Report:	2-10-2018

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

This is the second year of the degree programme. Student numbers increased this year and included some overseas students. The programme is unchanged for this year. In addition to the core modules, students are able to choose from a number of optional modules that are shared across other MSc programmes. This can mean that only one student on a given programme is taking a module. Modules are co-taught with undergraduate modules.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

As with the previous year, students have been rigorously assessed. Standards are comparable with similar programmes at other institutions. The exam structure is good, with a balance of recall and problem solving questions. The projects were well presented and covered a diverse range of topics within medicinal chemistry.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The assessment for taught ten credit modules is by exam alone. This is appropriate for the material, but greater care is needed in the preparation of students unfamiliar with the system to avoid poor results and resit examinations and the possibility of having to retake the year. This year there was a dramatic improvement for many of the resit examinations suggesting that the initial failures were due to unfamiliarity with the style of questions and marking regime.

Similarly, for modules with in-course assessment opportunities should be given for feedback and advice on draft written work or presentations prior to the assessment process.

The projects are double marked prior to a viva, however, the returned mark sheet does not give details of the individual markers' assessment. Instead an agreed mark is reached after discussion between the markers. An alternative marking scheme has been adopted for MChem projects that does give this detail and should be adopted for this degree programme.

Moderation of external project supervisors laboratory mark should be considered so that they fall into the accepted mark range.

4. Year-on-Year Comments

The programme has benefitted from increase student numbers this year (10 overall).

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

6. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

The project component covers a diverse range of topics in exciting areas of medicinal and biological chemistry. This includes the opportunity to work in external collaborators laboratories.

7. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

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			n/a

	of the Programme?			
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	y		
8.4	Were the nature, spread and level of the questions appropriate?	y		
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?	y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	y		
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				
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	
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
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	y		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	y		
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	y		
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	y		
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	y		
8.28	Were the schemes for marking and classification correctly applied?	y		
8.29	Were the standards of the awards recommended appropriate?	y		
8.30	<p>Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i></p> <p>The dissertations covered a diverse and interesting range of topics, from theoretical studies, compound library synthesis, and synthesis and testing projects. Overall, the marking reflected the quality of writing, amount of results obtained and the depth of the analysis and conclusions. The quality of the presentation within the dissertations was high. Examiners should take care not to over penalise students whose first language is not English for minor errors in grammar and style. Marking should prioritise content and understanding.</p>			

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.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