



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Vincent Cooper		
Home Institution / Employer of External Examiner:	Keele University		
Programme and / or Subjects Covered by this Report:	Masters in Medical Education (e-Learning)		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	29 July 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

This is a very impressive eLearning programme, with a wide range of topics in well balanced modules at Certificate and Diploma modules and the opportunity and support to identify and start developing a dissertation during the second year. Students complete at any of the three levels, which fits well with the needs of clinical educators. Compared to other courses in medical education, this seems more theoretical and is certainly well grounded in educational theory. I see this as an advantage, so that prospective students have a wide choice of approaches, provided they are well informed. There is a good balance between freedom to study at a student's own pace, with pacing and monitoring by tutors to maintain progress for all participants. The eLearning interface and module content are excellent and the commitment and involvement of course tutors is exceptional.

2. Academic Standards

The course leaders set a consistently high standard for all modules to match the high quality of teaching and support and this seems entirely appropriate. Looking at the significant proportion of students that fail to complete, I suspect that some students have unrealistic expectations that an eLearning course will be less demanding and fit more easily into their busy professional lives, whilst others struggle to work at this academic level, perhaps more of a problem for some medical graduates than graduates in other disciplines. This issue appears to be common to medical education courses and I wonder whether more information before registration would help the situation.

3. The Assessment Process

The assessment process for both assignments and dissertations seems robust and consistent. Tutors provide very comprehensive and well-focused feedback, with clear guidance to support re-submission of failed assignments. As a new examiner, I questioned the leaders about marking procedures, particularly over the reconciliation of differing views between markers, having seen an example of this. I have confidence in the system that they operate.

4. Year-on-Year Comments

This is my first year at Cardiff.

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

I am very pleased to have been invited and I am grateful to the entire course team for the welcome, information and support they have given me in my first year. I have received clear written information, course documentation and links to relevant parts of the University website. Course leaders have answered any queries very promptly and comprehensively and spent a considerable amount of time before and after the Exam Board, showing me aspects of the course.

6. Noteworthy Practice and Enhancement

It is clear that this is a lively and thriving course. Besides the normal review process, the team explained that they take a close look at and refresh one module each year. This year, new introductory material has been added to each module and this is really attractive and engaging. In addition, the format of the assignment for the Educational Technology and Media module has been changed radically from production of a paper-based teaching session to an eLearning one. This provides a great opportunity for students and, though they found it challenging, has been very well received. This experience is highly relevant to aspiring clinical educators.

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?	Y		
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?			
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?	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?			N/A
8.14	Is sufficient feedback provided to students on their assessed work?			N/A
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	
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