

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:	Keith Brain		
Home Institution / Employer of External Examiner:	University of Birmingham		
Programme and / or Subjects Covered by this Report	Pharmacy (Pharmacology)		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	6/8/2016

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

Pharmacology content is very reasonably distributed throughout several different modules. In this review period I focussed on module contain much of the core pharmacology": PH2113 (Diseases and Drugs 1) and PH3113 (Diseases and Drugs 2) as well as those research projects with a Pharmacology focus.

2. Academic Standards

The Pharmacy programme in Cardiff is one of the oldest and most respected Pharmacy degrees in the county. Academic standards are consistent with this historical position and those expected of Pharmacy courses across the country.

3. The Assessment Process

There are a broad range of assessment processes and forms, including essays, dissertation, OSCEs, letter-writing and MCQs. Practical tasks are assessed targeting important procedures that are important for a career in Pharmacy – for example, the “controlled drug” test. In reviewing examination scripts, I found the markers’ justification’s clear and reasonable. In one module (PH2113) some in-course assessment marks were subject to agreed moderation downwards in order to ensure that the marks were consistent with the “Generic Assessment Criteria”. The initial marking was entirely consistent with a local marking guide, but the local marking guide was not consistent with Cardiff University “Generic Assessment Criteria”. For examples, the local marking guide gave marks in the 90-100% range (which should be “Outstanding”, “exceptional content, ..., flair, high level of analysis, ..., no errors”) for work where local descriptors were “Adequate” or “Good”. It is recommended that

local marking guidelines be adjusted to be consistent with the “Generic Assessment Criteria”.

4. Year-on-Year Comments

This is my first year examining in Cardiff. In future years I will also explore more closely the Pharmacology content in other modules within the programme. The nature of dissertation marking, in particular the role of the supervisor in marking projects, will be reviewed in the coming academic year.

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

This was clear, professionally organised and efficient.

6. Noteworthy Practice and Enhancement

I particularly appreciated the broad range of assessment styles and the coverage of quantitative Pharmacology at a level appropriate for the programme.

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

Dissertation marking was clear, particularly from independent markers. Some of the supervisors marked consistently higher than the independent markers. For example, one supervisor (supervising 4 students) marked on average 16 marks higher than independent markers of the same 4 projects. We discussed the merits and pitfalls of supervisor’s marking their own students, particularly where that mark constitutes a significant portion of a student’s final mark.

8. Appointment Overview (for retiring External Examiners only)

N/A.

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?			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?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	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				
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?			N/A
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
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
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?	Y		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	Y		
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	Y		
9.28	Were the schemes for marking and classification correctly applied?	Y		
9.29	Were the standards of the awards recommended appropriate?	Y		

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.