

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:	David Mason		
Home Institution / Employer of External Examiner:	Staffordshire University		
Programme and / or Subjects Covered by this Report	PG Cert/PG Dip/Grad Cert in Experienced/Senior Social Work Practitioner Programme [CPEL Framework]		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	25/08/16

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 is guided by detailed documentation from the Care Council of Wales (CCW). The programme continues to remain strong, it continues to meet the CPD needs of Social Workers in Wales, and conforms to the requirements of the CCW. It also continues to meet the academic requirements for a programme of study at Masters level (7).

The programme continues to benefit from collaboration of academics from several HEIs in Wales, which has contributed to a strong programme, focussing on the needs of workers in a variety of settings.

2. Academic Standards

In addition to student work, I have seen documentation relating to some of the modules taught. It is my opinion that the programme is maintaining high academic standards established in previous years.

Practice in the first year of the programme has now been reviewed and consolidated by the team, and a consistency of approach is evident.

It is important to re-state that it is a challenge to maintain standards across such a diverse programme area, including 4 institutions, and I believe that this has been achieved to a high standard again this year.

As well as reading moderation reports, I have exchanged e-mails and met with the CPEL coordinator this year, and am impressed with the thorough approach and robust management of the programme.

Within feedback, markers are consistently applying academic standards, such as in relation to plagiarism, critical analysis, and referencing protocols.

3. The Assessment Process

This academic year, I have read 57 pieces of work, and accompanying feedback and moderation reports. The assignment tasks are varied, and well-chosen to enable the students to maximise the opportunity to reflect on their work practices, and to apply learning to the workplace setting. In several of the modules that I have overseen, students have produced academic work that has been presented to colleagues in the workplace, which is excellent practice.

It is evident that, although all markers follow a standard approach, there is variation, and feedback is tailored to meet the needs of the individual. Second marking and moderation is strictly adhered to, and there is moderation across the programme to ensure consistency is applied between module teams.

4. Year-on-Year Comments

There were no areas of concern highlighted last year. There are several areas where good practice was identified and these are apparent again this year; quality of feedback, consistency across the 4 HEIs, and moderation.

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

N/A

6. Noteworthy Practice and Enhancement

Areas highlighted last year are still evident again this year. In addition, the assessment for module SIT404 is innovative. One part of the assessment requires the student to make a presentation to colleagues in the workplace, of their small scale research, this is observed and reported on.

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

None seen this year.

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?			N/A
9.4	Were the nature, spread and level of the questions appropriate?			N/A
9.5	Were suitable arrangements made to consider your comments?			N/A
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		

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

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.