



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Trish Houghton		
Home Institution / Employer of External Examiner:	University of Bolton		
Programme and / or Subjects Covered by this Report:	BSc Nursing		
Academic Year / Period Covered by this Report:	15-16	Date of Report:	14/08/16

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

The structure and content of the programme clearly demonstrates the stated aims, learning outcomes and the modules reflect these. The programme and its component parts relate well to the NMC nursing standards. All standards and assessments are appropriate to the requirement for professional practice and professional body requirements. The learning and assessment are in line with the NMC (2010) Pre registration education standards.

2. Academic Standards

The assessment tasks for the modules are very similar to the assessment task given to the students from my own and another institute where I am an external examiner. There modules I have reviewed – which again is similar to my own institute are comparable. Student's performance is similar with other HEI's across the country for similar modules known to me and comparable with my institution.

3. The Assessment Process

Students performance varies across the modules as expected for each academic level. There is clear differentiation of students work at each academic level. Those students attaining a grade in the high band produced some excellent pieces of work.

The aims and the learning outcomes are clearly stated in the module handbook and these are specific and appropriate. The methods of assessment clearly encourage

students to relate theory to practice. There appears to be fair and consistency of marking of all modules. Feedback is clearly presented and fully utilised the grading criteria mark grid thus clearly demonstrating to each student how the percentage mark has been awarded. There is clear evidence of moderating for each group / cohort along with a clear moderation process. I have reviewed scripts throughout the year and this has enabled me to see that there is a good level of consistency between the markers. I am provided with a good range of work from across each band including all firsts, refers and middle range. Procedures for internal marking / moderation appear robust and clear procedures to follow if any discrepancies.

4. Year-on-Year Comments

This is my first year in post thus unable to comment.

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

Attended the induction which was organised well and very informative. Great to meet other new externals at the same time. I was also provided with written information which was clear and informative

There is a team of external examiners for the nursing programme and it would be good to have an outline of which external examiners are covering which modules. I was asked to review certain modules but this was not clear at the start. I was then concerned that I had not reviewed all modules completed in this academic. I believe this is covered by other externals. Therefore an overview identifying which modules is covered by which external would be useful for all externals.

6. Noteworthy Practice and Enhancement

Clearly moderation of the written pieces has taken place. In-depth moderation form completed. Moderators have provided feedback on those moderated scripts.

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?	x		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		x	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?		x	
8.4	Were the nature, spread and level of the questions appropriate?			x
8.5	Were suitable arrangements made to consider your comments?			x
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?	x		
8.7	Was the general standard and consistency of marking appropriate?	x		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	x		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	x		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	x		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?			x
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	x		
8.13	Was the method and general standard of assessment appropriate?	x		
8.14	Is sufficient feedback provided to students on their assessed work?	x		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			x
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	x		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	x		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	x		
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?	x		
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?		x	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			x
8.22	Was the Composite Examining Board conducted according to its rules?	x		

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