



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Gillian Needham		
Home Institution / Employer of External Examiner:	University of Aberdeen		
Programme and / or Subjects Covered by this Report:	PG Cert/Dip/Masters (Online) Medical Education		
Academic Year / Period Covered by this Report:	2013/14	Date of Report:	31 July 2014

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 programme is entirely online over 3 years, modularised in the 1st 2 years and a dissertation for the 3rd. Supervision is by non-synchronous digital arrangements in the main, with VLE supported community fora.

2. Academic Standards

The programme is designed to meet and surpass the standard of similar postgraduate programmes offered elsewhere in the UK. The approach to quality review and improvement at operational level is appropriate and fitness for UK and international healthcare system purpose is under continued review.

3. The Assessment Process

Most modules are assessed by the student submitting a written piece – either an essay or student-designed work book. A sample of such assessed pieces are double marked with reasonable inter-assessor consistency. There is no attempt to purposive pairing. Course faculty are managed as a virtual group and this seems to work well.

Feedback on submitted materials is well-structured and of a high quality.

4. Year-on-Year Comments

As previously comment, it is notable that regular planned module review occurs in an attempt to ensure materials are up to date and relevant and innovation is embraced. Periodic strategic “fit” review of the entire suite of programmes might be worth consideration. Changes in UK regulation of “trainers” as medical educators may require specific consideration.

It is possible that the programme faculty could benefit from some focussed development activity and improved input from contemporary active clinicians.

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

Not applicable.

6. Noteworthy Practice and Enhancement

As preparation for lifelong learning as a medical educator, these programmes offer an excellent generic approach and the online mode of delivery seems entirely appropriate for the students who have elected for it. They do have choice and that is important.

7. Appointment Overview (for retiring External Examiners only)

I have been impressed in my time as External Examiner at the commitment and unwavering diligence of the programme team.

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?			N/A
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?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
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				

		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/A
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

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