



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Angela MacAdam		
Home Institution / Employer of External Examiner:	University of Brighton		
Programme and / or Subjects Covered by this Report:	PG Cert/PG Diploma/MSc Clinical Practice (Community and Primary Care)		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	4 th June 2013

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 well-structured and fulfils its aim to develop practitioners in their practice. By using a mix of guided study and weekend workshops, students are able to self-direct their own study but have tutor support to supplement their learning. I was given the opportunity to speak to 4 students on the programme during my recent visit and their views concurred with my own that it is a well-designed programme which instils confidence as students progress over the 2 years.

2. Academic Standards

The academic standard of the course is excellent and compares favourably to other programmes nationally at this level. The standard of work produced by the students was generally high and did also show the spectrum of abilities which would be expected from any group of students. The work produced over the two years did, in many cases, show progress in both students' academic abilities but also in their development as reflective practitioners. This indicates that the programme has good add-on value. I was not able to attend the Examination Board meeting but I was available during the afternoon via phone if required. I was able to visit the department a week prior to the Examination Board and was able to both discuss and comment on issues that would be presented at the Board with the programme team. I also provided a written report which was read out at the end of the Examination Board meeting.

3. The Assessment Process

There is a large variety in assessment methods employed on the programme, all with the appropriate marking schemes. The class tests used in the programme covered a wide range of subjects and were a fair test. I had the opportunity during my visit to sit in on a number of the OSCE stations. The OSCEs were well run and fair. One suggestion is that you may want to consider audio-recording OSCEs for quality assurance purposes.

4. Year-on-Year Comments

Last year, the suggestion was made to consider the burden of assessment of the programme. I am pleased to note that this was considered and the coursework was reduced. On speaking to the students, they felt this was good but there was some concern of “missing out” on some of the learning. A suggestion to consider is if there could be an option of choosing 2 out of 3 possible assessments.

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

n/a

6. Noteworthy Practice and Enhancement

I commend you on the pre and post OSCE meetings as they allowed an opportunity to ensure consistency between pairs of staff running the same station as well as air any concerns or queries about the stations. The strength of these meetings is that they were extended to everyone involved, “patients”, assessors and administrative staff so there was sense of common purpose.

I also commend the level of support and feedback the team provided to students.

7. Appointment Overview (for retiring External Examiners only)

n/a

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

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		√	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	√		
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?	√		
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?			√
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