



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Ian R McMillan		
Home Institution / Employer of External Examiner:	Queen Margaret University, Edinburgh		
Programme and / or Subjects Covered by this Report:	BSc (Hons) Occupational Therapy		
Academic Year / Period Covered by this Report:	2012/2013	Date of Report:	28 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 team and structures appear to have undergone major change in the last year in relation to a new programme, modularisation and school structure. This appears to have gone smoothly. The new programme structure is appropriately developmental over the three levels and provides students with the opportunity to deepen and reinforce their learning towards completion of their degree. The use of progressive learning methodologies (e.g., problem based learning) is to be welcomed and equips students on a vocational programme of study with the knowledge, understanding, intellectual, practical and transferable skills necessary for working in modern health, social care and other settings.

2. Academic Standards

The standards of learning, teaching and assessment appear comparable to other institutions offering this type and level of programme. In relation to the modular material that I examined, students of Occupational Therapy at Cardiff appear to perform very competently on this programme.

Practice placement education constitutes a fundamental part of this programme. The pass/fail grading system has changed and the implementation of grading in terms of awarding marks has been undertaken successfully by the staff.

3. The Assessment Process

The range of assessment methods utilised appears very comprehensive and challenging but appropriate for this award. Assessment proformas, marking guidelines and internal/lead markers comments are very robustly constructed and detailed feedback is provided to students relative to their performance. The range of marks utilised in response to student performance is broad and this is welcomed.

An appropriate number of scripts were sent to me for scrutiny. I have constructed more detailed comments in relation to the detail of specific modules on the course that have been sent to the Occupational Therapy Team.

4. Year-on-Year Comments

Last year I commented on the “explicitness of information related to assessment, how would a student who is awarded a high grade receive feedback to gain an even higher grade?” The programme team responded to this statement and have provided excellent qualitative comments to students about how to improve their performance (feed forward).

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

N/A

6. Noteworthy Practice and Enhancement

The assessments appear to have high face validity with the students; the construction of the assessments appears to mirror the demands of practise, assisting students for engagement in the workplace. The detailed feedback in response to assessment provided to students is an excellent example of good practice.

I would to thank the Programme Team and the Programme Quality and support staff for providing all of the necessary materials for this event.

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
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		

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