

EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Elizabeth Cluett		
Home Institution / Employer of External Examiner:	Faculty of Health Sciences University of Southampton		
Programme and / or Subjects Covered by this Report:	Professional Doctorate		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	8 Sept 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

This is a module programme which is ideal for health care professionals who usually have senior roles and are undertaking this programme part time alongside their professional roles. There is considerable flexibility as to which modules are taken and when to enable students to fit their studies around professional workloads and developmental needs. While this usually benefits students, the most recent module I have reviewed, NRT108 has been undertaken by both 1st years and subsequent year students, and those early in their programmes have not had the benefit of the content from previous modules to support their learning. The guidance to students on the order in which modules should be taken needs to balance the educational aspects as well as their workload and personal preferences. If modules are to be completely flexible then the learning and assessment must be independent of all other modules.

The content of the modules I have reviewed have been well suited to professional regulations and expectations as well as appropriate to the development of research knowledge and skills.

2. Academic Standards

The academic standards expected by the programme team and module markers are in line with my own University and others I know of for a professional doctorate. This is evident both in module profiles, marking criteria and the application of those criteria in the assessments I have reviewed. These standards are in line with the QAA criteria.

The vast majority of students are achieving the an academic level appropriate to the programme, with the expected range of students from the very good to the weak as would be expected on any cohort.

3. The Assessment Process

To the best of my knowledge all assessment process are in line with the University regulations and procedures.

There are a range of assessment, each of which is appropriate to the module content and designed to support the academic abilities expected of doctorate students.

The assessment process is clear and transparent, with the module team make sure the is process are fair to the student while upholding appropriate academic standards. I commend the team for their internal quality assurance process that have recognised where a module needs refining to meet the needs of the students, and undertaking such curriculum development.

4. Year-on-Year Comments

I was pleased to receive feedback on changes made as a result of a recommendation made in previous module external reports. It is also good to see modules develop, based on staff and student evaluation.

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

Not applicable

6. Noteworthy Practice and Enhancement

I was able to meet members of the program team and a student representative at the beginning of the year. This was very useful and gave me a good insight into the contribution of the programme to the professional lives of those undertaking it, as well as the support for students from the team.

My experience of the administrative support for this programme is always very good.

7. Appointment Overview (for retiring External Examiners only)

Not applicable

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?	Yes		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Yes		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	NA		
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?	NA		
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?	Yes		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Yes		
8.13	Was the method and general standard of assessment appropriate?	Yes		
8.14	Is sufficient feedback provided to students on their assessed work?	Yes		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	NA		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Yes		
Examining Board Meeting				

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