

EXTERNAL EXAMINER REPORT FORM (TAUGHT PROGRAMMES)



External Examiners are required to complete and submit Reports at least annually and within one month of the programme Examining Board.

Completed External Examiner Report Forms should be sent to:

ExternalExaminers@cardiff.ac.uk

Arrangements for the payment of fees and expenses will be made upon receipt of this Report Form and upon receipt in hard copy of a completed External Examiner Claim Form for Reimbursement of Fees and Expenses and expenses receipts. This Report Form and the associated Claim Form may be downloaded at:

<http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>

Please note that External Examiner reports are circulated widely in order that any necessary action can be taken. A copy of the final report of an External Examiner will also be passed to their successor.

Cardiff University prefers External Examiners to complete their Report Forms electronically and to submit them by email as indicated above. If, for any reason an External Examiner prefers to provide their report in hard copy it should be sent to *Mr. Clive Brown, Registry Officer, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE.*

PAYMENT OF FEES CANNOT BE AUTHORISED UNTIL RECEIPT OF THIS COMPLETED FORM AND THE ASSOCIATED CLAIM FORM

Name of External Examiner: Rosie Kneafsey

Institution: Coventry University

Address for Correspondence: Dr. Rosie Kneafsey, Senior Lecturer in Teaching and Learning, Coventry University, Faculty of Health and Life Science, Nursing and Health Studies, Richard Crossman Building (room 315), Coventry, CV1 5SP, United Kingdom.

E-mail Address: aa9398@coventry.ac.uk

Programme of study and subject(s) examined: Accelerated Graduate Programme (MSc/PGDip in Nursing)

Academic Year/Session to which this report applies: 2012 - 2013

Freedom of Information Act

The University is a public authority and therefore subject to the Freedom of Information Act 2000. The University may therefore be required to publish the whole or parts of any reports and correspondence submitted by its External Examiners. The University also reserves the right to choose to publish the whole or parts of any reports submitted by its External Examiners.

SECTION A

1.1 Programme Structure

Comment upon the appropriateness of the structure and content of the programme in relation to its stated aims, learning outcomes and programme specification (if available).

This programme was well structured and the content of modules enabled students to meet the stated aims and learning outcomes.

1.2 Comparability of Standards

Comment upon the comparability of the standards of the programme with similar programmes nationally and the performance of the students in relation to their peers on similar programmes. In those subject areas where a subject benchmark statement is available, have the students demonstrated achievement of the appropriate benchmark standard?

The standard of the programme for which I been external examiner has been very high and I have been consistently impressed.

1.3 The Examination Process

Comment upon the appropriateness of the assessment methods and balance between them (i.e. unseen written papers, essays/dissertations, orals, etc), the marking scheme, procedure for the classification of the award and the overall conduct and fairness of the examination and assessment processes.

I have been very pleased with the quality of the work sent to me. I have looked at work from the NR123 module. Students appear to be well prepared and supported academically and pastorally and achieve well. Feedback given to students is helpful and detailed. Assessment boards are well managed and fulfil their purpose effectively.

SECTION A (Continued)

- 1.4 How did procedures/arrangements compare this year with previous years? Have any or all of the recommendations made by you or your predecessor last year been actioned?**

This was my final year as external examiner for this programme and I have been satisfied with the involvement I have had with the programme team.

- .5 If this is your first year as External Examiner please comment upon whether the school induction activities (if applicable), External Examiner Handbook and other documentation provided helped you to fulfil your role and responsibilities as an External Examiner. Are there any ways in which the process could be improved?**

NA

- 6 Please give examples, if appropriate, of good or noteworthy practice in the following areas which you wish to draw to the wider attention of the University:**
- (i) alignment of learning outcomes with assessment tasks;**
 - (ii) methods of enhancing consistency of marking;**
 - (iii) explicitness of information relating to assessment;**
 - (iv) other practice in the structure, delivery and assessment of the programme.**

- 1.7 If this is your final year as External Examiner please provide an overview of your period of office which may be passed on to your successor.**

NA as the programme will no longer be running.

SECTION B

Please respond to the following questions by ticking the appropriate box. Please make appropriate comments if your answers are 'No'.

Programme/Course Information		Yes	No	N/A
2.1	Did you receive sufficient information about the programme/course contents, learning outcomes and assessments?	X		

2.2 Comments

Examination Question Papers		Yes	No	N/A
2.3	Were you asked to approve all examination papers contributing to the final award?			x
2.4	Were the nature, spread and level of the questions satisfactory?	X		
2.5	Were suitable arrangements made to consider your comments?	X		
2.6	Were you afforded access to a sample of in-course assessments?	X		

2.7 Comments

Marking Examination Scripts		Yes	No	N/A
2.8	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	X		
2.9	Were the methods of assessment well balanced and fair? Did they reflect the programme's objectives?	X		
2.10	Were examination/assessment procedures and the schemes for marking and classification correctly applied?	X		
2.11	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
2.12	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	X		
2.13	Were satisfactory arrangements made for you to conduct any necessary <i>viva voce</i> examinations?			X

2.14 Comments

SECTION B (Continued)				
Coursework/Dissertations/Projects		Yes	No	N/A
2.15	Was the choice and assessment of coursework/dissertations/projects satisfactory?	X		
2.16	Is sufficient feedback provided to students on their assessed work?	X		
2.17 Comments				
Clinical Examinations (if applicable)		Yes	No	N/A
2.18	Were satisfactory arrangements made for the conduct of clinical assessments?			X
2.19	Was the assessment of such work satisfactory?			X
2.20 Comments				
Examining Board Meeting		Yes	No	N/A
2.21	Were you able to attend the Examining Board meeting?	X		
2.22	Was the Examining Board conducted properly and in accordance with established procedures?	X		
2.23	Were you asked to comment on any changes to the assessment of the programme?		X	
2.24	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(s) of Study and any outstanding concerns with the Examining Board or its officers?	X		
Joint Examining Board Meeting (if applicable)				
2.25	Did you attend a Composite Examining Board (i.e. one convened to consider the award of Joint Honours degrees)?		X	
2.26	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?		X	
2.27	Was the Composite Examining Board conducted according to its rules?			X
2.28 Comments				
<p>Signed: Rosie Kneafsey _____ Date: _____ 22nd November 2013</p> <p>Please return this report by emailing to: ExternalExaminers@cf.ac.uk</p> <p>Your fee and expenses claim form, and any reports which cannot be emailed, should be sent to: Mr. Clive Brown, Registry Officer, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE.</p>				