

## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Dave Edgar		
Home Institution / Employer of External Examiner:	City University London		
Programme and / or Subjects Covered by this Report	BSc Optometry <i>BSc in Optometry</i>		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	24/06/16

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

The programme structure and content must meet the requirements of the General Optical Council (GOC) which regulates educational standards at UK universities which train optometrists. These GOC requirements are met and, despite the inevitable constraints imposed by the GOC syllabus, the BSc Optometry at Cardiff retains its individual character.

### 2. Academic Standards

The academic standards attained in the BSc Optometry at Cardiff University are among the highest achieved by optometry courses in the UK. Furthermore, the academic standards of the award are in accordance with benchmark statements.

### 3. The Assessment Process

I was very impressed by the challenging nature of the vast majority of the examination papers and the thoroughness of most of the marking schemes.

Assessment processes were rigorous throughout.

### 4. Year-on-Year Comments

I commented last year on the tardy appearance of some of the marks, papers and spreadsheets during our visit to Cardiff. Everything was in place this year on our arrival and it was very clear to the Externals that the extra week the staff had

this year between the end of exams and the Board helped this stage of the assessment process enormously. I would strongly recommend that this longer gap is retained in future.

Following our comments last year regarding the desirability of Externals continuing to meet with students, I was absolutely delighted that it was possible to provide the Externals with the opportunity to meet with six third year optometry students. They were superb ambassadors for the optometry department and the university. I am very grateful to the member of staff at Cardiff Optometry who facilitated this and to the students who agreed to take part.

Last year we met with two final year students and both commented that they would have liked to have more clarity on deadlines – as they put it “what was happening when” in terms of deadlines. The final year students who met with the Externals on 22<sup>nd</sup> June 2016 were unanimous in saying that deadlines were much clearer this year and they really appreciated getting feedback on their assessments within four weeks.

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

N/A

## **6. Noteworthy Practice and Enhancement**

Neither I nor my co-External has received any feedback on our comments on the BSc Optometry draft exam papers. This is unusual in my experience as an External Examiner and feedback would be informative and would close the communication loop as regards finalising the exam papers.

All the staff of the department came in for fulsome praise from final year students. To summarise, staff are “approachable, friendly and supportive”.

There was good evidence of moderation of marking in most modules. It would be very helpful to Externals if the Moderator for a module could make a note on the 10% or so of papers that are moderated against the marking scheme, just to make it more obvious to Externals which papers have been moderated.

Some of the generic feedback from the Module Leaders was of exceptional quality and I was delighted to learn that a pdf of all these comments is distributed to all ex-third years.

All first term marks in final year clinics are discounted when calculating this component of coursework, with only the marks from the second term contributing. In my view, this is excellent practice and was greatly appreciated by students as it removed a considerable amount of stress from their first few clinics with real patients.

I was very impressed with the high quality Meditrek feedback given to students on each patient episode in the Primary Care clinic. It is tribute to the dedication of

the Clinical Supervisors that they are prepared to spend the time to give such informative feedback.

In the third year abnormal Ocular Conditions paper, the Moderator for this module/paper had made the note that the marking was “Potentially harsh on ‘poor’ answers”. It had also been noted on the moderator’s sheet that “It would be helpful to have more detailed marking schemes for next year”. I checked the four papers with the lowest marks. There was insufficient evidence to say that the marking was harsh. However, it was quite difficult to moderate these answers as both the Moderator and I were working from quite brief marking schemes. These make it difficult for a Moderator to be certain, for example, what differentiates an answer worthy of 80% from one worthy of 45% etc. So, with moderation in mind, I would agree with the comment on the Moderator’s sheet that in future more detailed marking schemes would be useful for this paper.

We had discussions with Cardiff Optometry staff about the possibility of moderation of marks awarded for patient episodes in Primary Care Clinics. This moderation is to correct for clinic supervisors who are either “hawks” or “doves” when it comes to marking. I understand that the staff will consider this further and possibly introduce moderation of these marks for 2016/17.

**7. Comments on the Examination of Master’s Dissertations (External Examiners for postgraduate Master’s Programmes only, see also 9.23-9.29 below)**

**8. Appointment Overview (for retiring External Examiners only)**

N/A

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			?N/A
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?		See Item 6 above	
<b>Marking Examination Scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
<b>Coursework and Practical Assessments</b>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		

		Yes (Y)	No (N)	N/A (N/A)
<b>Examining Board Meeting</b>				
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
9.19	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		
<b>Joint Examining Board Meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
9.28	Were the schemes for marking and classification correctly applied?			N/A
9.29	Were the standards of the awards recommended appropriate?			N/A

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto: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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

#### **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

# Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.