



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Jill Davies		
Home Institution / Employer of External Examiner:	Rotherham Foundation NHS Trust (previous Sheffield Hallam University)		
Programme and / or Subjects Covered by this Report:	MSc/Postgraduate Diploma Specialist Community Public Health		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	8/09/2016

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 learning outcomes of the programme enable students to meet the requirements to be eligible to have their names recorded on the NMC register with Specialist Community Public Health Nursing.

This is evidenced throughout the programme and reflects the standards set within the NMC recommendations.

All elements of the programme are current and up to date with recommendations

2. Academic Standards

The programme continues to maintain very high academic standards. This standard is comparable to Higher Education Institutions where I have worked and acted as external examiner.

3. The Assessment Process

There is a very robust assessment process which reflects the learning outcomes of the programme.

University regulations and policies are adhered to.

There are a range of assessments that enable students to demonstrate their knowledge and understanding and application to practice.

Assessment criteria and marking criteria are set at an appropriate level and are comparable across modules.

4. Year-on-Year Comments

All aspects of the program are delivered to a high level. This has been consistent throughout the four years that I have acted as external examiner.

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

6. Noteworthy Practice and Enhancement

The team continue to work very effectively together to deliver this program to a high academic standard.

The internal marking and moderation process is excellent.

The feedback to students is very comprehensive and clearly allows students the opportunities to develop their academic skills.

Communication with the team continues to be excellent.

7. Appointment Overview (for retiring External Examiners only)

This programme has continued to maintain very high standards.

All elements of the programme are managed and delivered to a very high standard and reflect NMC requirements and recommendations.

The internal marking and moderation process have been consistently excellent.

I have had the pleasure of attending exam boards on a yearly basis and I have experienced these to be conducted in a highly professional manner.

Communication with all member of the teaching team and administration team have been excellent.

I have had great pleasure in acting as external examiner for this programme.

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?			N/A
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?			
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?			N/A
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A

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