

## 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:	Elaine Uppal		
Home Institution / Employer of External Examiner:	University of Manchester		
Programme and / or Subjects Covered by this Report	Bachelor of Midwifery (Hons)		
Academic Year / Period Covered by this Report:	2015-2016	Date of Report:	21/09/16

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 is well structured, I was impressed with the organisation of the Bachelor of Midwifery (Hons) course in terms of theory/practice balance and support of students through tri-partite reviews. Each level of study is appropriate for the stage of the course. The team have responded to NMC recommendations e.g. incorporating evidence of caseloading into practice documents. The learning outcomes are commensurate with other UK higher education institutions in which I have worked or been external examiner and meet the NMC standards effectively.

### 2. Academic Standards

The assessments reflect the content of each module and students I have spoken with commented on the standard of teaching and support in theory and practice. The academic standards and the achievements of students are comparable with those in other UK higher education institutions in which I have worked or been external examiner. The team are to be commended on results achieved by students.

### 3. The Assessment Process

The assessment process is clearly documented with appropriate feedback and rigorous internal moderation evident. Students I spoke to felt that a formative submission of a plan or draft would be helpful; this mechanism is not provided at Cardiff and processes documented in the assessment regulations. In all universities I have worked in or been external examiner a formative submission

has been allowed. Having said that the results remain comparable with other HEIs and students are clearly signposted to sources of academic support. The information provided to me and organisation of the internal and external moderation processes is clear and structured.

#### **4. Year-on-Year Comments**

I would concur with the previous external examiners comments in my experience of attending Cardiff and reviewing assessments thus far in my appointment. The team have a very collegiate approach and assessments team is supportive and organised.

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

I have not attended this yet, I am due to attend on 27<sup>th</sup> October.

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

There are several noteworthy elements to the programme:

- The team have strong links with practice through tri-partite assessment, several tutors work in the Trusts for part of each week and practitioners contribute strongly to the programme.
- International links are strong and 17 students experienced elective placements abroad last year.
- Students and mentors I encountered during a visit to placement were very positive about their experiences.
- Interprofessional working is evident with shared teaching and facilities with the medical school for example.

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

N/A.

#### **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?	Y		
<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?	Y		
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
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.