



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:	Sue Faulds		
Home Institution / Employer of External Examiner:	University of Southampton		
Programme and / or Subjects Covered by this Report:	Bachelor of Nursing		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	1 st July 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

The programme is structured in such a manner to allow for the student to progress according to the professional body standards. Students are afforded the opportunity to develop theory and practice throughout the programme with alignment between the theory and practice learning.

2. Academic Standards

The academic standards remain high. Students continually deliver work, which is of a high quality, and they are provided with the support and feedback to continue this development. Students whom do not meet the standards are offered appropriate support and managed in an appropriate and sensitive manner.

3. The Assessment Process

The assessment processes are transparent and constructively aligned with the learning outcomes. During this academic year 2nd year student presentations were observed in person and the quality of presentation was consistently high. Feedback to students now employs annotation and online submission and feedback. This has been used appropriately by markers to continue developing feed forward to support students in developing their knowledge and ability.

Visiting mentors in practice during this academic year also afforded an opportunity to discuss the assessment in practice process in a variety of settings. It was clear that

the mentors supporting and assessing the students are well prepared and aware of the support they have available to them through the programme team.

4. Year-on-Year Comments

The programme continues to be well run and managed. Students have again commended the programme team during my visits in regards to their continual support and enthusiasm.

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

6. Noteworthy Practice and Enhancement

The programme is well run and managed. Students have a clear respect for the programme team and commend their support and enthusiasm. Communication between the administrative teams and myself is always open and timely.

7. Appointment Overview (for retiring External Examiners only)

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?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			N
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?			NA
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?	Y		
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?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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