



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:	Susan Jamieson		
Home Institution / Employer of External Examiner:	University of Glasgow		
Programme and / or Subjects Covered by this Report:	MSc Medical Education		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	23.10.15

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 structure of the PGCert/PGDip/MSc Medical Education programme, with its early emphasis on core topics in teaching, learning & assessment, followed by exposure to topics of importance to practitioners, and its grounding for new researchers, offers an excellent coverage and degree of challenge.

The '3-stage' modular structure is a practical way of offering on-campus tuition for practising health professionals who have limited possibilities to take time away from the clinic. The initial 2-day introduction to each module offers the necessary orientation for subsequent self-directed study, whilst students have the opportunity to consolidate their learning on their subsequent visit to campus.

There is considerable flexibility offered to students, with it being possible to take the programme full-time or part-time.

2. Academic Standards

The ethos of the Cardiff programme is that it is practical, but with a sound theoretical underpinning. It is currently accredited by the HEA and aligned with AoME domains.

3. The Assessment Process

My involvement this year has been chiefly w r to the assessment of dissertations. I reviewed 5/11 dissertations and the corresponding grades and feedback from

internal examiners. I found the academic judgments to be entirely in keeping with expectations of masters-level performance, and with the relevant ILOs.

Unfortunately, I was unable to attend the July Exam Board in person, due to rail disruption, but was present via telephone, to discuss any issues as required. Because I was unable to attend in person, I was not able to see samples of coursework, hard copies of which are normally made available to the examiners for a period prior to the Exam Board. It would be useful to have a secure electronic facility to allow viewing of sample coursework by externals, prior to their arrival in Cardiff. My fellow external was, however, able to attend in person and reviewed hard copies of coursework.

4. Year-on-Year Comments

N/A – first year as external.

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

The programme team were very helpful and responsive to my questions. The Programme Specification was provided on request. In retrospect it would have been useful to have a comprehensive induction pack, including clearer information about the respective responsibilities of the different external examiners.

6. Noteworthy Practice and Enhancement

- The '3 stage' structure of modules, with self-directed study flanked by face-to-face sessions.
- The practice of using a personal tutor to give continuity of guidance, and feedback on students' reflective writing.
- The internal examiners' provision of high-quality written feedback on dissertations.

7. Appointment Overview (for retiring External Examiners only)

N/A.

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?	X <i>on request</i>		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			X
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			X
8.4	Were the nature, spread and level of the questions appropriate?			X
8.5	Were suitable arrangements made to consider your comments?			X
Marking Examination Scripts <i>Have interpreted this to include dissertations</i>				
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?	X <i>Dissertations only</i>		
8.7	Was the general standard and consistency of marking appropriate?	X		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			X
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?		X <i>Since unable to attend Exam Board – see above</i>	
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?			X
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			X
8.13	Was the method and general standard of assessment appropriate?			X
8.14	Is sufficient feedback provided to students on their assessed work?	X <i>W r to dissertations</i>		

		Yes (Y)	No (N)	N/A (N/A)
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X <i>W r to dissert- ations</i>		
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?		X	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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?	X		
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?			X
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
8.22	Was the Composite Examining Board conducted according to its rules?			X

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