

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from [ExternalExaminers@cardiff.ac.uk](mailto:ExternalExaminers@cardiff.ac.uk).

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	For completion by External Examiner:		
Name of External Examiner:	Nigel Langford		
Home Institution / Employer of External Examiner:	University Hospital of Leicester/University of Leicester		
Programme and / or Modules Covered by this Report	Certificate/Diploma/MSc in Medical Toxicology		
Academic Year / Period Covered by this Report:	2018/19	Date of Report:	09/09/2019

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the dissertation stage Examining Board in the case of postgraduate Master's programmes).

**Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the General Data Protection Regulation (2018).**

Please extend spaces where necessary.

**1. Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

The programme structure is modular. Each module is a standard 10-week, 20 credit module, broken down in to 5 fortnightly sessions. Each section is assessed with a set of summative MCQs and a short formative case study. The module is further assessed with a written essay or a number of short answer questions.

**2. Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements)

Overall, the academic standards meet the university requirements and I have no concerns.

**3. The Assessment Process** (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

No concerns, the assessment process is appropriately delivered

4. **Examination of Master's Dissertations (if applicable)** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

*[Where possible please complete this section following the dissertation examining board determining the final award.]*

5. **Year-on-Year Comments**

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

This is the first year I have been the external examiner for this course, however compared to previous work the standard continues to remain high.

6. **Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

I have received appropriate paperwork and been supported by the programme director with regards to the content of the programme as well as details regarding the students taking part.

7. **Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

Programme remains under review and will continue to be developed in order for it to be delivered in a multi-platform format with recorded lectures and podcasts as well as use of the patient simulation lab.

8. **Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

NA

## 9. 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)
<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?	Y		
<b>Commenting on draft examination question papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?		N	
9.4	Were the nature, spread and level of the questions appropriate?			
9.5	Were suitable arrangements made to consider your comments?			
<b>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?			NA
<b>Sampling of work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining board meeting</b>				
9.17	Were you able to attend the Examining Board meeting?	Via Skyp		

		<b>e</b>		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>Y</b>		
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?	<b>Y</b>		
<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?			<b>NA</b>
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
9.22	Was the Composite Examining Board conducted according to its rules?			

Please return this Report, **in a Microsoft Word format**, by email to:  
[externalexaminers@cardiff.ac.uk](mailto:externalexaminers@cardiff.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