



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Jill Morrison		
Home Institution / Employer of External Examiner:	University of Glasgow		
Programme and / or Subjects Covered by this Report:	Medical Intercalated BSc degree: Medical Education option		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	22/6/15

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

In summary, the Medical Intercalated BSc: Medical Education option is offered to Medical Students after their third year. Last year two students selected the option and this year eight students have completed it. The aim of the option is for students to be able to use scholarship to support their development as excellent future medical teachers. The option consists of five modules and each has a comprehensive handbook which includes details of assessment including marking schedules. Students are also given opportunities to peer teach during the option. In general, the structure of the option works very well, however, students felt that the second semester was very busy compared with the first semester, particularly the second half of semester two, when they have a lot of coursework, a dissertation and several presentations to prepare. Students gave suggestions for improving this and these have been fed back to the course team.

2. Academic Standards

There are very few intercalated degree options in medical education in other Medical Schools however, in my experience of providing a Masters level module in Medical Education and of offering intercalated BSc degrees in other subjects, the standards are high. Many of the students have had their dissertations accepted for presentations at major Medical Education conferences such as ASME and AMEE and several have been submitted for publication – another indication of the high standards achieved.

3. The Assessment Process

I received a good spread of assessment material to review including three dissertations, all of the essays from one module and three exam papers from the further module. It would have been very helpful to have seen copies of the marking schedules and examiners comments with these papers. It would also be helpful to have the opportunity to comment on proposed exam questions in advance if time permitted. From my inspection of the material I did receive, it appeared that the process was fair and appropriate.

4. Year-on-Year Comments

The course team provided a summary document detailing my comments from last year's report in a table with actions arising from the report with a note of the responsible person. This was very helpful. Of the nine points I raised, seven had been addressed and were no longer issues for the students. The team had made some changes to the workload distribution for the students but the students still felt that the second semester was very busy as detailed under 1 so further restructuring of the course may be indicated. Last year I suggested that further, specialist administrative support was required. This year the students identified problems with lectures being changed and sessions timetabled at short notice, changes of rooms and some delay in hearing about arrangements. It would appear that there is still a need for some additional administrative support. The Medical School have this in hand as I met in May with the Senior Medical School administrator and a new administrator who had been allocated to the course for next session.

New issues raised by the students included: occasional lack of linkage between the learning outcomes and content of a session; weighting of the four components of assessment in ME3099 with components requiring more work receiving fewer marks; and some of the pre-reading in ME3097 was onerous and sometimes did not clearly link to the content of the sessions.

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

N/A.

6. Noteworthy Practice and Enhancement

- The table outlining my comments from last year and actions taken
- Double marking of assessments with triple marking where there are discrepancies
- Well-conducted exam board
- Very supportive and accessible staff provide the Route option
- Opportunities for the students to engage in peer assisted learning
- Encouraging students to submit their work to national/international meetings and journals.

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?	y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		n	
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?			n/a
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?			n/a
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?			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