



## 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:	Dr Karen Ousey		
Home Institution / Employer of External Examiner:	University of Huddersfield		
Programme and / or Subjects Covered by this Report:	Masters in Wound Healing and Tissue repair		
Academic Year / Period Covered by this Report:	2014/2015	Date of Report:	21/05/15

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 programme structure is clear and concise. Each module within the Masters programme provides the student with underpinning knowledge to support their academic development in this specialist area. Each module provides a scaffold for continued knowledge development as the students continue through the Masters programme. The structure of the programme reflects the learning aims and outcomes and reflects the realities of this area of practice meeting the professional standards required for health care practitioners.

### 2. Academic Standards

Academic standards are of a high standard. Each student is required to produce high quality academic work that demonstrates an understanding and evidence of ability to critically analyse knowledge that is transferable to clinical health care areas. The programme maintains the threshold academic standards relevant for this award and meets the frameworks for higher education qualifications. The academic standards and the achievements of students are comparable with those in other UK higher education institutions where I have previously worked and externally examined for. Students will be referred or failed if they do not meet the academic standards required.

### **3. The Assessment Process**

The assessment process requires each student to demonstrate an in depth understanding of the subject matter and to be able to translate the knowledge into clinical practice areas. The importance of being able to access, understand and use appropriate research and evidence is embedded into the assignments ensuring that students are using up to date evidence to support both their academic and clinical work. Each assessment meets the learning outcomes and standards required to satisfy Masters Level study.

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

This is my second year as external for Cardiff University. The standard of feedback offered from the internal examiners to students is in depth, consisting of tracked changes and comments. Comments to the students are constructive and for those students who failed to meet the learning outcomes they provide a comprehensive overview of being able to successfully develop their work for a resubmission to achieve the outcomes. Where I have examined scripts of an excellent quality the students continue to be encouraged to further develop the assignment for a publication.

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

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

1. Feedback to students is of an excellent standard.
2. Communication from the module team – they are organised, professional and efficient. They have ensured that I have forward notice of the submission dates and estimated time of arrival for the scripts.
3. The breadth of subjects investigated by the students has been varied and interesting. Submitted work has clearly identified that the students will implement their findings into clinical practice areas that will benefit patients.

### **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)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	✓		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	✓		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	✓		
8.4	Were the nature, spread and level of the questions appropriate?	✓		
8.5	Were suitable arrangements made to consider your comments?	✓		
<b>Marking Examination Scripts</b>				
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?	✓		
8.7	Was the general standard and consistency of marking appropriate?	✓		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	✓		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	✓		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	✓		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	✓		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	✓		
8.13	Was the method and general standard of assessment appropriate?	✓		
8.14	Is sufficient feedback provided to students on their assessed work?	✓		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			✓
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	✓		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	✓		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	✓		
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?	✓		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		✓	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,  
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE