



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 ANDREW RICHARDS		
Home Institution / Employer of External Examiner:	UNIVERSITY OF EXETER		
Programme and / or Subjects Covered by this Report:	DOCTORATE IN EDUCATIONAL PSYCHOLOGY		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	10 AUG 2016

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 programme remains a strong and cohesive one. The course structure has embedded the unique aspect of the delivery of the course at Cardiff in terms of its model of practice. The structure over the three years is good and the spacing of the academic demands of the course are good. I interviewed eleven students, two by phone owing to long distances and all were complementary about the structure of the programme.

2. Academic Standards

The academic standards set by the university and programme staff are in line with national bench marks. The course demonstrated that the students are meeting standards set by the statutory regulator, the Health and Care Professions Council, and the standards set by the British Psychological Society in terms of student knowledge and practice. The standards are also in line with the standards set at other HEIs offering this type of award with which I am familiar.

3. The Assessment Process

I was able to review the work of ten year 1 students; 5 year 2 students and 12 year 3 students. I interviewed a number of the year 3 students as I recorded earlier. I believe that the assessment processes are carried out fairly and with transparency.

4. Year-on-Year Comments

The course continues to run very well, I am always glad to discuss matters with regard to external examining with the course team as they have always been willing to engage with any comments that I have made. I have found their responses to my annual reports to be entirely satisfactory.

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

6. Noteworthy Practice and Enhancement

The administration connected with the role as external examiner has been carried out efficiently and effectively and my particular thanks to those involved with the ensuring all processes run smoothly

The approachability and supportiveness of the course team.

The excellence of feedback and its positive framing.

The course continues to develop, I particularly liked the poster presentations in the foyer of the Tower Building allowing for an immediate dissemination of research and also an acknowledgement and culmination of three years of hard work.

7. Appointment Overview (for retiring External Examiners only)

This is my last report as external examiner, and over the four years that I have been in post, the team has had to deal with a number of perturbations which were completely out of the control of the course team. I think that the team has always done everything it could do to ensure that the students taking this course have had the very best experience despite the gravity of the circumstances lived through. I think also the role of the faculty in supporting the course team so well should be acknowledged also.

I have always been impressed by the readiness of the course team to respond positively and with creativity to any comments that I have made over the past four years. It has been a pleasure to work with the team. The course team run a course that is distinctive, appropriately challenging and well equips students for life as professional psychologists. The course mission could not be achieved without close team working and the levels of focused and individual support for the students taking the course. May I offer my congratulations to the team.

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/A
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
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