

EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Liz Berragan		
Home Institution / Employer of External Examiner:	University of the West of England		
Programme and / or Subjects Covered by this Report	Bachelor of Nursing (BN) Adult <i>BN (Adult Nursing) (September 2014 & March 2015 cohorts; tenure to end March 2018)</i>		
Academic Year / Period Covered by this Report:	2015-2016	Date of Report:	08/07/2016

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

1. Programme Structure

The programme maintains structure in line with the NMC Standards for Pre-registration Nurse Education offering students the opportunity to learn and develop knowledge and understanding of the principles of adult nursing. The programme has clear aims which are delivered through relevant and contemporary module content and assessment processes. Modules build through the programme to support students to develop the resilience and skills required for nursing.

2. Academic Standards

For the modules that I have reviewed this year, the academic standards are appropriate for the level being assessed and assessment procedures are consistent with other adult nursing programme providers. I attended the oral presentations NR2113 Development of Professional Practice which offered some interesting perspectives of issues in professional practice. This module and associated assessment are a good example of upholding and situating academic standards in order to ensure that students have the knowledge and skills to progress through the programme and academic procedures were well managed.

3. The Assessment Process

The assessment process is clear and well supported both by module handbook information, online resources and staff support. The processes and assessment

procedures are consistent with other adult nursing programme providers. Colleagues at Cardiff are employing varied and contemporary approaches to assessment in order to provide a positive and engaging student experience. Feedback offered is consistent and fair celebrating success and encouraging and supporting students who have been referred. Electronic feedback enables annotation and comments which benefit student progress. As mentioned earlier, I have had the opportunity this year to attend student assessed presentations and witnessed at first hand consistency and fairness in the marking, moderation and assessment process. This is good and also offers an understanding of academic assessment processes for staff who are new to HE.

4. Year-on-Year Comments

My visits to and communications with colleagues at Cardiff this year have been extremely rewarding and very well supported. The team continue to put students at the centre of the learning experience and work in partnership with them to support learning. Module content and assessment is regularly evaluated and if changes are required the appropriate procedures and consultations are taken to address these changes.

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

Not applicable

6. Noteworthy Practice and Enhancement

- Clear and well delivered feedback to students for module assessment.
- Clear and accessible written guidelines.
- Good communication regarding module processes and clarity around my role and responsibilities.
- Varied and engaging assessments for each module which provide appropriate challenge for students.

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

8. Appointment Overview (for retiring External Examiners only)

9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
Programme/Course Information				
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		
Draft Examination Question Papers				
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?			N/A
9.5	Were suitable arrangements made to consider your comments?			N/A
Marking Examination Scripts				
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?		N	
9.7	Was the general standard and consistency of marking appropriate?			N/A
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
9.10	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				
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		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?		N	
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
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?	Y		
Joint Examining Board Meeting (if applicable)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A
Examination of Master's Dissertations (if applicable)				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
9.28	Were the schemes for marking and classification correctly applied?			
9.29	Were the standards of the awards recommended appropriate?			

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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.