

EXTERNAL EXAMINER REPORT FORM (TAUGHT PROGRAMMES)



External Examiners are required to complete and submit Reports at least annually and within one month of the programme Examining Board.

Completed External Examiner Report Forms should be sent to:

ExternalExaminers@cardiff.ac.uk

Arrangements for the payment of fees and expenses will be made upon receipt of this Report Form and upon receipt in hard copy of a completed External Examiner Claim Form for Reimbursement of Fees and Expenses and expenses receipts. This Report Form and the associated Claim Form may be downloaded at:

<http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>

External Examiner Reports are made available in full to students. For this reason, and in accordance with the QAA UK Quality Code for Higher Education, individual staff and students should not be named within the Report.

Please note that External Examiner reports are circulated widely in order that any necessary action can be taken. A copy of the final report of an External Examiner will also be passed to their successor.

Cardiff University prefers External Examiners to complete their Report Forms electronically and to submit them by email as indicated above. If, for any reason an External Examiner prefers to provide their report in hard copy it should be sent to *Mr. Clive Brown, Registry Officer, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE.*

PAYMENT OF FEES CANNOT BE AUTHORISED UNTIL RECEIPT OF THIS COMPLETED FORM AND THE ASSOCIATED CLAIM FORM

Name of External Examiner: William Rea

Institution: University of Ulster

Programme of study and subject(s) examined: Certificate of Higher Education in Assistant Radiographic Practice

Academic Year/Session to which this report applies: 2012-13

Freedom of Information Act

The University is a public authority and therefore subject to the Freedom of Information Act 2000. The University may therefore be required to publish the whole or parts of any reports and correspondence submitted by its External Examiners. The University also reserves the right to choose to publish the whole or parts of any reports submitted by its External Examiners.

SECTION A

1.1 Programme Structure

Comment upon the appropriateness of the structure and content of the programme in relation to its stated aims, learning outcomes and programme specification (if available).

This programme is well structured and designed to provide the correct balance between academia and clinical practice.

1.2 Comparability of Standards

Comment upon the comparability of the standards of the programme with similar programmes nationally and the performance of the students in relation to their peers on similar programmes. In those subject areas where a subject benchmark statement is available, have the students demonstrated achievement of the appropriate benchmark standard?

The overall standards of the programme are in keeping with others across the UK (there are only a few such courses). The team are to be congratulated for providing such a service. The work presented by the students continues to meet the expected standards.

1.3 The Examination Process

Comment upon the appropriateness of the assessment methods and balance between them (i.e. unseen written papers, essays/dissertations, orals, etc), the marking scheme, procedure for the classification of the award and the overall conduct and fairness of the examination and assessment processes.

There is a good balance of assessment methods, suitable to measure the expected outcomes. There is clear evidence of double marking and the standards expected are fair yet challenging.

SECTION A (Continued)

1.4 How did procedures/arrangements compare this year with previous years? Have any or all of the recommendations made by you or your predecessor last year been actioned?

Arrangements regarding my visit and the actual Board went very well, as expected. The difficulties regarding delivery of scripts seems to have been resolved even though the same carrier was used.

1.5 If this is your first year as External Examiner please comment upon whether the school induction activities (if applicable), External Examiner Handbook and other documentation provided helped you to fulfil your role and responsibilities as an External Examiner. Are there any ways in which the process could be improved?

N/A

1.6 Please give examples, if appropriate, of good or noteworthy practice in the following areas which you wish to draw to the wider attention of the University:

(i) alignment of learning outcomes with assessment tasks; these are clearly & obviously aligned and are set at the correct level throughout the programme.

(ii) methods of enhancing consistency of marking; There are detailed and clear expectations in the marking outlines and answers. There is clear evidence of double marking

(iii) explicitness of information relating to assessment; information is very detailed, clear and explicit.

(iv) other practice in the structure, delivery and assessment of the programme. The combination of clinical experience and the consolidation of knowledge gained in academia is essential to the success of the programme. This experience is incorporated seamlessly into the structure of the programme.

1.7 If this is your final year as External Examiner please provide an overview of your period of office which may be passed on to your successor.

The programme continues to provide education and training to a small select group (niche) of individuals. The very fact that the programme continues to recruit demonstrates a demand both locally and to the greater radiography community. The team are to be commended for providing the programme and maintaining the recruitment levels.

SECTION B

Please respond to the following questions by ticking the appropriate box. Please make appropriate comments if your answers are 'No'.

Programme/Course Information		Yes	No	N/A
2.1	Did you receive sufficient information about the programme/course contents, learning outcomes and assessments?	✓		

2.2 Comments:

Received copy of course handbook and had sight of all assessments prior to them being taken by the students.

Examination Question Papers		Yes	No	N/A
2.3	Were you asked to approve all examination papers contributing to the final award?	✓		
2.4	Were the nature, spread and level of the questions satisfactory?	✓		
2.5	Were suitable arrangements made to consider your comments?	✓		
2.6	Were you afforded access to a sample of in-course assessments?	✓		

2.7 Comments

Refer to comments 1.4 above. While at the University for the Board the rest of the students' work was made available to me.

Marking Examination Scripts		Yes	No	N/A
2.8	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	✓ refer 1.4& 2.7		
2.9	Were the methods of assessment well balanced and fair? Did they reflect the programme's objectives?	✓		
2.10	Were examination/assessment procedures and the schemes for marking and classification correctly applied?	✓		
2.11	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	✓		
2.12	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	✓		
2.13	Were satisfactory arrangements made for you to conduct any necessary <i>viva voce</i> examinations?	✓		

2.14 Comments

This is my fourth and final year examining this programme and working with the team. Based on my previous experience I have no hesitation in supporting the marks awarded and the decisions taken.

SECTION B (Continued)				
Coursework/Dissertations/Projects		Yes	No	N/A
2.15	Was the choice and assessment of coursework/dissertations/projects satisfactory?	✓		
2.16	Is sufficient feedback provided to students on their assessed work?	✓		
2.17 Comments				
There is detailed feedback provided on individual scripts.				
Clinical Examinations (if applicable)		Yes	No	N/A
2.18	Were satisfactory arrangements made for the conduct of clinical assessments?	✓		
2.19	Was the assessment of such work satisfactory?	✓		
2.20 Comments				
Although I do not attend for clinical assessments, the detailed paperwork provided assures me that these are fair, thorough and assess the learning outcomes appropriately.				
Examining Board Meeting		Yes	No	N/A
2.21	Were you able to attend the Examining Board meeting?	✓		
2.22	Was the Examining Board conducted properly and in accordance with established procedures?	✓		
2.23	Were you asked to comment on any changes to the assessment of the programme?			✓
2.24	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(s) of Study and any outstanding concerns with the Examining Board or its officers?	✓		
Joint Examining Board Meeting (if applicable)				
2.25	Did you attend a Composite Examining Board (i.e. one convened to consider the award of Joint Honours degrees)?			✓
2.26	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			✓
2.27	Was the Composite Examining Board conducted according to its rules?			✓
2.28 Comments				
<p>Signed: William Rea ___ Date: ___ 17 March 2014 ___</p> <p>Please return this report by email to: ExternalExaminers@cf.ac.uk</p> <p>Your fee and expenses claim form, and any reports which cannot be emailed, should be sent to: Mr. Clive Brown, Registry Officer, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE.</p>				