



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Dave Edgar		
Home Institution / Employer of External Examiner:	City University London		
Programme and / or Subjects Covered by this Report:	BSc Optometry		
Academic Year / Period Covered by this Report:	2014-2015	Date of Report:	05.08.15

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 and content must meet the requirements of the General Optical Council (GOC) which regulates educational standards at UK universities which train optometrists. These GOC requirements are met and, despite the inevitable constraints imposed by the GOC syllabus, the BSc Optometry at Cardiff retains its individual character.

2. Academic Standards

I can confidently state that the academic standards attained in the BSc Optometry at Cardiff University are at least comparable with other optometry degrees in the UK. Furthermore, the academic standards of the award are in accordance with benchmark statements.

3. The Assessment Process

All examination papers were sent to me in good time. I was very impressed with the well-constructed, challenging exam papers and thorough marking schemes. My comments on schemes were acted upon where action was required.

The marking of exam scripts was thorough. There was good evidence of moderation of marking in most modules. I sampled scripts from a wide range of modules and there were high quality answers from students to these challenging, clinically relevant questions.

The two students who met with the Externals were a credit to the School of Optometry and Vision Sciences and to the university. It is unfortunate that these meetings with students are becoming more difficult to organise – it is the same in all universities in my experience – for I feel they do serve a useful purpose and help prevent the external examiner exercise from becoming an impersonal, tick-box exercise.

The Examining Board was conducted in a most efficient fashion.

My only note of criticism was that not all marks, papers and spreadsheets were available when we arrived on 10th June. These arrived by degrees as the day progressed. In particular, the late arrival of the project marks was disappointing. It became clear that the gap between the end of examinations and the Examining Board was so short that staff were under severe pressure to finish their marking and moderation in time for the arrival of externals. I understand that this problem has been addressed for 2015/16 by allowing an extra week for marking before the Examining Board.

4. Year-on-Year Comments

This is my first year as an external examiner at Cardiff.

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

I was well prepared for the External Examiner's role at Cardiff. The External Examiner's handbook was informative and thankfully short and to the point. I was pleased to be offered the opportunity to attend an Induction and briefing meeting for newly-appointed external examiners. I did not take up this opportunity as I have had experience of being an External Examiner for a number of other UK optometry courses and because the Cardiff handbook was so informative.

6. Noteworthy Practice and Enhancement

There was good evidence of moderation of marking of papers in most modules. This was facilitated by the Marking coversheet to be completed by the module Moderator which was used for some modules. This is an innovation that could usefully be applied to all modules, and perhaps recommended as good practice to the university as a whole.

There was excellent support during my visit to Cardiff on 10th, 11th June 2015 from all those with major input to the assessment process, both academics and administrators.

I was very impressed by the Special Assessment Log Book completed by final year students. Clinical log books at UK universities are, understandably, largely tick-box exercises to satisfy GOC requirements, but these for the students' Special Assessment were different altogether from the norm and I found them inspiring.

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/A
Draft Examination Question Papers				
n/8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
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