



EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Stephen Charles BAIN		
Home Institution / Employer of External Examiner:	Institute of Life Science, College of Medicine, Swansea University		
Programme and / or Subjects Covered by this Report:	Diploma in Diabetes		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	13 th Jan 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

Based on my involvement as external examiner in Warwick and as internal examiner in Swansea, I would say that the programme structure is appropriate.

2. Academic Standards

The academic standards are high.

3. The Assessment Process

The assessment process is rigorous.

4. Year-on-Year Comments

A higher number of students than usual applied for an interruption of study in Year 1 and we discussed whether this was due to the change in administrative platform (from D2L to Learning Central). The programme team now have fewer 'rights' and are unable to support the students as much as previously. The change has also led to a delay in students appearing on-line which may have meant more students have applied for an interruption.

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

Not applicable.

6. Noteworthy Practice and Enhancement

The clear commitment of the tutors is admirable.

7. Appointment Overview (for retiring External Examiners only)

This was my final attendance at the Diploma Examination Board. I would make the following observations:

I am concerned about the new synoptic reassessments and whether this is a equitable policy. For most students, 40% of the marks are awarded for case discussions, which involves a good deal of work over an eight week period. It now appears that a student could chose not to engage with a module, avoid this activity and still gain a pass based on their synoptic reassessment.

I also note that two students withdrew from their studies this year due to them being unable to pay their fees. I see that fees are increasing dramatically each year and gather that the Diploma is now much more expensive than other similar programmes.

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?			NA
Draft Examination Question Papers				
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?			NA
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?			NA
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?			NA
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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