



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Heather Hunter		
Home Institution / Employer of External Examiner:	Plymouth University		
Programme and / or Subjects Covered by this Report:	Bsc (Hons) Physiotherapy <i>BSc (Hons) in Physiotherapy</i>		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	27/06/16

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

This is the last year of the transition from the old programme to the new. I have met with one of the module leads with regard to a review of the portfolio module which from next year will be an interprofessional module which sounds interesting and an appropriate choice for an interprofessional module and I wish you success with this. Interprofessional learning contributes to interprofessional working on graduation and it is good to see a stronger emphasis on this in the new programme. However shared learning while appropriate and a pragmatic use of resources is not true interprofessional learning so it is important that there is a balance of both.

The programme is designed to produce graduates who are able to practice flexibly in diverse and changing healthcare settings and is contemporaneous in nature.

### 2. Academic Standards

As one of the external examiners I have reviewed a number of modules and attended the Award board. Therefore I can confirm that the programme is maintaining the threshold academic standard set for its awards and has produced some excellent graduates as evidenced by a high achievement of 45, 1<sup>st</sup> Class and 32, 2:1 honours degrees; and 6, 2:2. The programme is to be commended on the level of achievement in this regard. The academic standards and achievements of students are comparable with those in other UK higher education institutions that I am aware of.

### **3. The Assessment Process**

I have provided individual module comments on HC3121 Professional and Development communication 3 and HC2127 Problem solving approach: Speciality Areas; Human Growth and Development; Health Promotion and Illness prevention. I have also reviewed the final year exam papers when attending the board and completed HC3122 which was the final dissertation module.

The assessment processes are appropriately designed and applied with fair and appropriate (to the level) marking criteria. Rigorous methods have been applied to second marking and internal moderation and I commend the programme on the internal module moderation report which was provided for every module. This is a very useful tool as it evidences the strength of the internal moderation processes and is very useful to me as an examiner. The assessment methods and the volume of assessment remain appropriate to the assessment criteria and level of assessment. I note that the University is standardising the word count depending on the credit level which is good practice.

I attended the Exam board on 22 June and observed that the conduct of the Examination board was equitable, transparent and followed the university regulations

The format of the information to externals is via an electronic system which has been easy to access and to submit module reports, however at times the turnaround of reports has been to tight deadlines and this year this resulted in the final exam being sent for scrutiny the day before the Exam board and the portfolio only a few days before this. While I am in favour of the electronic system it is important that the information is appropriate as for the portfolio module I received only 2 feedback forms and a large Zip file with the initial student work, followed by the annotated student work (no need for this duplication). Therefore in order to support me in my role as an external it would be useful to have a timetable of when work will be sent to me to allow me to schedule time to review work and submit a report in a timely fashion and or notification that I would need to attend a day early before the board. Equally when work is sent it is important that it is a proper and clear selection of scripts that have been second marked, with the relevant feedback form for each piece.

### **4. Year-on-Year Comments**

This is my final year as external examiner for the programme and I would like to thank the programme and administrative teams for their assistance in supporting me in my role.

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

### **6. Noteworthy Practice and Enhancement**

As mentioned previously, I found the internal moderation report very helpful in reviewing the strengths and weaknesses of the students' work as well as identifying

the moderation process, ensuring a rigorous process for consistency and fairness in marking.

### **7. Appointment Overview (for retiring External Examiners only)**

I have enjoyed my time as external for the programme and would like to wish the programme team success in moving the programme forward now that the validated programme is firmly established.

## 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)
<b>Programme/Course Information</b>				
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?	Y		
<b>Draft Examination Question Papers</b>				
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		
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
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		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		<b>N</b>	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>N/A</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>N/A</b>

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto: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