



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at:

<https://intranet.cardiff.ac.uk/staff/teaching-and-supporting-students/exams-and-assessment/exam-boards-and-external-examiners/for-current-external-examiners/external-examiners-reports>

	For completion by External Examiner:		
Name of External Examiner:	Mark Wheatley		
Home Institution / Employer of External Examiner:	Teesside University		
Programme and / or Subjects Covered by this Report	BN in Adult Nursing		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	November 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

I have been very impressed with the structure of the programme and also the modules within the programme. I have had the opportunity to review work from different modules and can see how the theoretical components assist the student nurses to make the links to their practice. Within the programme and module there has been specific links to the NMC and also the importance of the 6 C's in nursing.

2. Academic Standards

It is evident that the standards of the programme are closely monitored and achieving the subject benchmark statements that I have had access to review. I have had the opportunity to review a number of pieces of work and have commended the approach that the programme team adopt in facilitating the progression and development of the learner. I have also had the opportunity to compare the standard of work produced with my own institution and would be in agreement that the standards are comparable. I have commented on how robust the process is at Cardiff University with regards to marking and moderation and the transparency in which this information has always been shared with me.

3. The Assessment Process

I have enjoyed reviewing the work that has been sent to me and it is evident that the assessment process adopted is very fair. I have commented on numerous occasions on the strength of the feedback given and also how the programme team are keen to feed forward in their approach. It is evident that the assessment process is linked to the aims and outcomes of the programmes and again the information that has been given to me has demonstrated that. The attention to detail with regard to providing a measured and appropriate assessment process within the modules and programme is clearly evident. The way in which the students are assessed is conducted in a variety of ways and again the robustness carried out by the marking team is evident.

4. Year-on-Year Comments

This is my first year as external examiner for the programme. I was able to access the comments previously raised by external examiners in the link that was provided.

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

I feel that I have been prepared adequately for my role as external examiner. I had the pleasure of meeting members of the programme team in October 2015 for my induction and I found the programme team very welcoming and helpful with the questions that I had.

6. Noteworthy Practice and Enhancement

I have been impressed with the process of moderation and also the standard of feedback that is given to the student nurses studying on the programme. I particularly like that not only is the student nurse given feedback but also comments are annotated on the work/scripts. I am sure that this contextualises the comments for the student nurses and assists them to achieve a pass if they have not been successful on first submission.

I do also want to comment on how friendly and helpful the staff that I have liaised with have been. At times I feel I may ask the most obvious questions but I have never been made to feel that I do. Thank you.

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?	√		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		√	
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	√		
9.4	Were the nature, spread and level of the questions appropriate?	√		
9.5	Were suitable arrangements made to consider your comments?	√		
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?	√		
9.7	Was the general standard and consistency of marking appropriate?	√		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	√		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	√		
Coursework and Practical Assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
9.13	Was the method and general standard of assessment appropriate?	√		
9.14	Is sufficient feedback provided to students on their assessed work?	√		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			√
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	√		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?		√	
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			√
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?			√
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?			√
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			√
9.22	Was the Composite Examining Board conducted according to its rules?			√
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.