

EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Caroline Erolin		
Home Institution / Employer of External Examiner:	University of Dundee		
Programme and / or Subjects Covered by this Report	PG Cert Clinical Photography <i>PG Certificate in Clinical Photography</i>		
Academic Year / Period Covered by this Report:	June 2015 – December 16	Date of Report:	16/01/2016

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

Since my last report the old PGCert in Medical Illustration has been phased out and replaced by the new PGCert in Clinical Photography. As before the course still supports students in fulltime employment while they undertake the course over a period of fourteen months. Distance learning is supplemented by three on-site study periods in Cardiff totalling eight days which enhances the course structure and sense of community. As the course is only available to those already working in the profession it is excellently tied in with professional practices and reinforces guidelines from a number of professional bodies including the NHS and IMI (Institute of Medical Illustrators).

2. Academic Standards

Academic standards are maintained to a very high standard. There has been a good range of grades over the year and most students have done well. While it is never nice to see any students fail, it is equally important that this is possible. In this regard it is good to see that the examiners are not afraid to give students the grades they deserve, whilst balancing this with excellent feedback. The vast majority of the examples of work that I have seen to date are of the quality that I would expect from a postgraduate qualification of this kind. Considering that these students are also working full time they have done excellently.

3. The Assessment Process

Detailed assessment requirements and guidelines are clearly and transparently laid out. The feedback to students is both clear and useful. The comments are easy to read and the student can easily see where their work fits in the rubric scale. Comments are constructive and clearly explain why the grade has been allocated.

While students are expected to produce a reasonable amount of high quality work they are given adequate time in which to complete it along with plenty of opportunity for formative feedback. Assessment methods are appropriate and encourage students to reflect upon their professional practice. The coursework is well designed in such a way as to include technical ability and understanding, research and critique, and literature reviewing skills.

4. Year-on-Year Comments

The PGCert in Clinical Photography has been in place for a year now having replaced the PGCert in Medical Illustration. The course appears to be running well and to the same high standards.

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

NA

6. Noteworthy Practice and Enhancement

The change from Medical Illustration to Clinical Photography allows the course to better focus on this field and support the students appropriately. Feedback remains at a particularly high standard again this year.

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

NA

8. Appointment Overview (for retiring External Examiners only)

NA

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

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?			NA
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			NA
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?			NA
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.