



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		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	26 June 2013

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 is appropriate to the programme aims and learning outcomes. There is constructive alignment between the learning outcomes and the related assessment format. I note that the programme is currently going through the process of re-approval with the university, professional body and regulatory body and as external I have been briefed with regard to the main changes which appear to strengthen the programme even further with regard to the development of the profession; particularly with regard to interprofessional working

2. Academic Standards

The academic standards of the programme are comparable with similar programmes nationally. The performance of the students compares very favourably in relation to their peers on similar programmes.

3. The Assessment Process

I was able to visit and observe year 2 practical exam and vivas. The process was well managed and ran very smoothly. There were clear marking criteria for the assessment and it was carried out in a fair and equitable way. In talking to students afterwards, all I spoke to were very satisfied with the overall exam experience.

Students are given detailed assignment specifications and marking criteria for guidance on submission. There is evidence of internal moderation and staff were

always available to discuss specific assessment issues as required – I was able to view and comment on both year one and year 3 exam papers prior to finalising.

As externals we were asked our opinion with regard to standardising further the feedback processes for students which aimed standardised formative feedback mechanisms further. We were also appraised of the new marking regulations that will come into operation from Sept 2013 across the university.

The conduct of the Examination board was equitable and transparent and followed university regulations

4. Year-on-Year Comments

This is my first year as external examiner, however any suggestions that I have made have been acknowledged

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

As part of my induction I was able to visit the programme and meet the team, see the facilities and chat to students. I have also been sent the relevant documents - external examiner handbook / programme handbook / examining board handbook.

6. Noteworthy Practice and Enhancement

7. Appointment Overview (for retiring External Examiners only)

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?	Y		
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?	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?	Y		
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?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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