



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Susan Spencer		
Home Institution / Employer of External Examiner:	Northumbria University		
Programme and / or Subjects Covered by this Report:	Specialist Practice – District Nursing		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	October 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 demonstrates coherence and enables the students to demonstrate progression throughout both in academic content and practice in line with NMC Specialist practice

2. Academic Standards

There is clear evidence of programme staff ensuring that academic standards are maintained and that students are encouraged to develop their academic work in accordance to assessment criteria. My experience suggests that this programme's academic standards and the achievements of the students are comparable with other UK HEIs.

3. The Assessment Process

All assessments appear appropriately designed and applied, as stated before there is evidence of progression in relation to the complexity of information managed and the analysis required from the students.

Assessment requirements are rigorous and demanding and ensure students relate theory to their developing practice and are aligned to learning outcomes.

Marking and moderation processes are clear and transparent and are aligned to the university's policies and regulations.

Programme staff are to be commended on the detailed feedback offered to students, there is evidence of student progression in response to this throughout the programme

4. Year-on-Year Comments

Comments have always been responded to well both positively and constructively in relation to the assessment process.

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

N/A.

6. Noteworthy Practice and Enhancement

As stated on section 3 the programme team should be recognised for the amount of comment and feedback they offer the students. The marking scheme and software facilitate a clear and constructive methodology for enabling students to both receive feedback but also link this to feed forward in future assessments.

7. Appointment Overview (for retiring External Examiners only)

The Programme Team have been responsive to any feedback. The programme is coherent and the content is comparable to similar programmes in the UK. Student numbers are low but, this again, is a nationwide issue recently highlighted by a number of Institutions including the Queen's nursing Institute. I wish my successor well with this programme, the team are a pleasure to work with and I have learnt a lot about the Welsh health Care system during my tenure.

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?			N/A
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
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?			N/A
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?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
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?			N/A
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?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A

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