EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet here and from ExternalExaminers@cardiff.ac.uk .

	For completion by External Examiner:		
Name of External Examiner:	Stephanie Holt		
Home Institution / Employer of External Examiner:	University of Dublin, Trinity College		
Programme and / or Modules Covered by this Report	MSc in Post Qualifying Social Work (Enabling Practice Portfolios & Research in Action Assignments)		
Academic Year / Period Covered by this Report:	2016-2017	Date of Report:	6th December 2017

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. **Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

The programme is structured excellently to support practitioners who are working full-time, and enable them to engage in post-qualifying study. The strong emphasis on reflective practice is a particular strength of this programme in an era or increased proceduralism and bureaucracy in social work practice.

2. **Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The majority of papers and projects reviewed were well structured, providing an introduction, a central thesis and a conclusion. The quality of the written work across all assessment formats was of an order expected at this stage of a post-qualifying programme. Both the standard of work and the distribution of marks was on a par with other similar postgraduate programmes that I am familiar with, in my own University and elsewhere.

3. **The Assessment Process** (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

Students were engaged in a combination of assessment types (both written assessment and observation of practice) which allowed them to play to their individual strengths. These assessments were clearly mapped to the learning outcomes and overall the assessment is both rigorous and fair and appropriate to the level of postgraduate work. Marking was internally consistent both across markers and within and across marking bands.

4. **Year-on-Year Comments**
[Previous External Examiner Reports are available from the Cardiff University Website here.]

My comments have been consistently positive and constructive over my four year term as External Examiner

5. **Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

N/A

6. **Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

As noted across my term as External Examiner, I thoroughly enjoy reading the assignments for the **Enabling Practice Module**, in particular the portfolios where each year without exception, I learned something new and was impressed particularly with the level of support students receive and the rigor with which they are assessed.

7. **Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

Given how well structured this programme is and the level of support and encouragement students get, I did wonder year on year why the numbers are so low? Is that reflective of organisational support (or lack of) for professionals. As it stands, I don't think significant changes are needed but I would like to see the course growing as that is the only way to influence best practice going forward.

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	
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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
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				
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**	
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**
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			**N/A**
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			**N/A**
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			**N/A**
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			**N/A**
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			**NA/**
8.28	Were the schemes for marking and classification correctly applied?			**NA/**
8.29	Were the standards of the awards recommended appropriate?			**N/A**
8.30	**Comments on the Examination of Master's Dissertations.** *Please provide any comments you may wish to make on the issues raised above.*			

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.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

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