

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

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	For completion by External Examiner:		
Name of External Examiner:	Prof Julia Downing		
Home Institution / Employer of External Examiner:	Chief Executive International Children's Palliative Care Network Honorary Professor, Makerere University		
Programme and / or Modules Covered by this Report	MSc Palliative Medicine for Health Care Professionals (<i>full term</i>) PGDip/MSc Palliative Medicine (<i>until end 2019/20</i>) PGDip/MSc Palliative Care (<i>until end 2019/20</i>)		
Academic Year / Period Covered by this Report:	2018-19	Date of Report:	20 th May 2020

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the dissertation 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 General Data Protection Regulation (2018).

Please extend spaces where necessary.

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

The course structure has recently been reviewed and there are currently several 'courses' running together, with some new modules having been introduced, and some students completing pre-existing courses. The structure of the course is appropriate for a part-time MSc in palliative care and provides students with the opportunity to focus on both adult and paediatric palliative care, with some modules being core and some optional. There were some challenges with regards to the changeover between course structures, with some confusion for students finishing the pre-existing programme, however these were handled well and are to be expected as old programmes are phased out and new ones commenced. The completion of the MSc dissertation in the final year is an important component of the course and allows students to focus down on an area of specific interest whilst also learning and developing their research and critical analysis skills.

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

The academic standards appear to be consistent with other programmes of a comparable nature.

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

The learning outcomes for the assessments, along with what is expected of the students and the marking criteria are clearly outlined which helped as this was my first year as an external examiner. There appears to be consistency between the markers and comparability of standards between the different modules at the same level which I have reviewed. Feedback given to the students has also been appropriate, and should be helpful for students in undertaking future assignments.

4. Examination of Master's Dissertations (if applicable) (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

Throughout this academic year I have received a variety of dissertations for review covering a range of grades including fail, pass and >70%. There was one re-submission which unfortunately did not pass again as the student had not taken into account the detailed comments from the examiners.

5. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

This is my first academic year as an external examiner.

6. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

I have felt supported in my role as external examiner. The teaching team at the university have been helpful in taking me through the course, expectations etc and I was able to attend and facilitate a face-to-face session which was helpful. The external examining team have been helpful in getting me working on marking central and answering my questions. The external examiners handbook was also helpful.

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

Some innovative and interactive teaching and facilitating methods have been utilised and the scope of the assignments encourages students to think practically as well as academically which enhances their learning experiences. The international nature of the course also enhances sharing and learning and enables students to undertake training in palliative care when it might otherwise not be available. Thus impacting on the development of palliative care globally as well as in the UK.

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

9. 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				
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?			N/A
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?			N/A
9.4	Were the nature, spread and level of the questions appropriate?			N/A
9.5	Were suitable arrangements made to consider your comments?			N/A
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?			N/A
9.7	Was the general standard and consistency of marking appropriate?			N/A
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
9.10	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				
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?			N/A
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining board meeting				
9.17	Were you able to attend the Examining Board meeting?	Y (remotely)		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?	Y		
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?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A

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