



EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Dr Heather Hawksley		
Home Institution / Employer of External Examiner:	Kent Community Health NHS Foundation Trust		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	MSc Pain Management		
Academic Year / Period Covered by this Report:	2014/2015	Date of Report:	17.1.16

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

The structure and content of the programme is student focused and allows students to manage their learning needs and develop their knowledge and demonstrate they are able to critically analyse the evidence and think and reason at Master's level. It clearly achieves the aims of the course which are to provide an interprofessional e-Learning MSc Degree in Pain Management for healthcare professionals wanting to specialise in the field of pain management. It also achieves its aim of providing educationalists with appropriate knowledge and expertise on pain to teach others.

2. Academic Standards

The level of academic acumen and achievement expected by students is consistent throughout the programme. The programme maintains its threshold academic standard set for the award of a higher education qualification at level 7 Master's degree. While I have not examined on another MSc in Pain Management Programme, I have considerable experience of studying and teaching at other UK Higher Education Institutions at Levels 6, 7 and 8.

3. The Assessment Process

The assessment process for all areas of student work involving the taught and dissertations stage is a comprehensive process whereby students are provided with detailed feedback that justifies and explains the mark awarded. Students work is

fairly and rigorously measured against the intended learning outcomes. Where students fail to meet the standard required extensive feedback is provided to help the student resubmit.

4. Year-on-Year Comments

The team continue to be supportive to external examiners and open to feedback offered.

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

6. Noteworthy Practice and Enhancement

This programme is supported by experienced professionals and academics who maintain good links with clinical practice, learning and teaching with respected Institutions and Societies. This ensures they are up to date with evidenced based clinical practice in the management of pain.

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?		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?	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?	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?			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:

External Examiners, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE