



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:	Sian Howys		
Home Institution / Employer of External Examiner:	Ceredigion County Council		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	CPEL Programmes <i>PG Cert/PG Dip/Grad Cert in Experienced/Senior Social Work Practitioner Programme</i>		
Academic Year / Period Covered by this Report:	2014/2015	Date of Report:	March 28 th 2016

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 nature and content of the assessments I have moderated to date reflect well on the aims and learning outcomes set out for the Programmes in the Handbook. Those aims and outcomes directly relate to the standards and needs agreed with the Care Council for Wales and other key organisations. It will be important for the CPEL Alliance to continue to develop effective engagement with all relevant stakeholders and to monitor and act on the feedback received in order to improve content and delivery of the CPEL Programmes.

2. Academic Standards

From the student work that I have seen and the markers' activity, I believe that the CPEL Programmes are maintaining the threshold academic standards required and from my previous experience, the standards and achievements of are comparable with those in other UK higher education institutions.

3. The Assessment Process

The Assessment Framework designed for the Programmes is a useful and appropriate tool for completing and guiding the process of this work. The markers' comments and feedback demonstrate that student achievement has on the whole been robustly and fairly assessed against the intended learning outcomes of the programme and in line with the University's policies and regulations. None the less,

when inconsistencies have occurred, I have observed that the course convener is very efficient in highlighting these matters. When I have raised queries in my feedback reports regarding the assessment process and markers' activity, I have received an appropriate response.

In light of the fact that the Programmes are new, the volume and methods of assessment need to be kept under close review and should be adjusted for the next academic year in light of stakeholder feedback.

4. Year-on-Year Comments

This section is not relevant.

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

I have been unable to attend the induction day. However, I have been supported by the Programme staff and I have read all relevant material.

6. Noteworthy Practice and Enhancement

Many of the assignments I have read have been of a very good standard. Generally, I feel that good practice is consistently demonstrated by the way in which the Programmes' content and the tasks set facilitate students to draw upon and reflect upon their day to day professional experiences. The development of Welsh medium learning and completion of assignments needs to be addressed in line with best learning practices in Wales as outlined by Coleg Cymraeg Cenedlaethol .

7. Appointment Overview (for retiring External Examiners only)

Not relevant.

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?	Yes		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Yes		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			NA
8.4	Were the nature, spread and level of the questions appropriate?			NA
8.5	Were suitable arrangements made to consider your comments?			NA
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?	Yes		
8.7	Was the general standard and consistency of marking appropriate?	Yes		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Yes		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Yes		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Yes		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Yes		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Yes		
8.13	Was the method and general standard of assessment appropriate?	Yes		
8.14	Is sufficient feedback provided to students on their assessed work?	Yes		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?		Not on all occasions	

		Yes (Y)	No (N)	N/A (N/A)
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?	Yes		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Yes		
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?	Yes		
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?			NA
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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