



EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Susan Jamieson		
Home Institution / Employer of External Examiner:	University of Glasgow		
Programme and / or Subjects Covered by this Report	MSc Medical Education		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	29/07/16

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 programme reflects the content and standards one would expect of a UK masters' in medical education. In particular, it's appropriate that one course focuses on the use of technology, since this reflects current teaching practice in medicine, and in education in general.

The programme is structured such that students do 3 courses in each of Years 1 and 2. Regulations are such that in certain circumstances, students can carry a Year 1 course into Year 2; this could mean that weaker students enter Year 2 facing a relatively large workload. Tighter progression requirements might be to such students' benefit.

The students on this programme are very well-supported in terms of input from personal tutors.

2. Academic Standards

This programme is accredited by the HEA and the AoME.

3. The Assessment Process

Assessments are well-designed and allow for application of learning to professional teaching practice.

In terms of preparation for the Exam Board, I would appreciate the chance to see students' work in advance, since there is too little time immediately prior to the

Exam Board. Although the other external and I divided up the work, I felt rushed and would certainly have liked to see some of the coursework reviewed by my colleague. One possibility, if this is permitted by Cardiff, is for external examiners to have access to a secure online repository, which is a mechanism we use in my own institution; or to have access to password-protected pdfs, which I have experienced in other external examining roles.

4. Year-on-Year Comments

Travel issues prevented me from attending the Exam Board last year, so I was unable to see samples of coursework. I therefore have little with which to compare this year's experience of examining the taught element of the programme.

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

N/A.

6. Noteworthy Practice and Enhancement

The internal examiners provide excellent written feedback to dissertation students.

It was interesting to see some innovative mechanisms of course evaluation, including the evaluation haiku, which seemed to engage students.

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

This was not the main Dissertation Exam Board, but we considered dissertations that had been submitted recently. The grading of dissertations was consistent with the published criteria and the examiner's comments and there was close agreement between examiners. However, there is scope for further emphasis on the importance of criticality in the literature review, and in relation to the student's own data – since criticality should be a hallmark of masters-level work.

8. Appointment Overview (for retiring External Examiners only)

N/A.

9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 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
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
Marking 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?	Y View- ed on day		
9.7	Was the general standard and consistency of marking appropriate?	Y		
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?	Y		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y But see sect- ion 3 and 9.16.		
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?		N Divided task	

		Yes (Y)	No (N)	N/A (N/A)
			with other external	
Examining Board Meeting				
9.17	Were you able to attend the Examining Board meeting?	Y		
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
Examination of Master's Dissertations (if applicable)				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
9.28	Were the schemes for marking and classification correctly applied?	Y		
9.29	Were the standards of the awards recommended appropriate?	Y		

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, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.