



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/>.

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|--|--|-----------------|---------------------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Chris Bleakley | | |
| Home Institution / Employer of External Examiner: | Ulster University | | |
| Programme and / or Subjects Covered by this Report | MSc Sports Physio <i>MSc in Sports & Exercise Physiotherapy and final work from the discontinued MSc in Neurorehabilitation (if required)</i> | | |
| Academic Year / Period Covered by this Report: | 2016/17 2015/16 | Date of Report: | 1 st Sept 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 modules that I have reviewed are very well represented by the level of student work. Overall I felt that the nature of the coursework and exam questions was excellent; and reflect high quality of the MSc course. The course structure is clear and coherent and the constituent modules and learning objectives reflects the current standards for professional practice outlined by the CSP and ACPSEM.

2. Academic Standards

I have been involved in the delivery and co-ordination of MSc degrees within two other UK higher education institutions; as such I can confirm that the academic standards and the achievements of students on this course are comparable. I can also confirm that this programme is maintaining the threshold academic standards set for its award in accordance with the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies and applicable Subject Benchmark Statements.

3. The Assessment Process

Throughout the 2015/16 academic year I found the assessment process to be appropriately designed and applied. Scripts were sent through to me in a timely manner. Overall, the programme uses a transparent assessment process where student achievement is determined fairly and against the learning outcomes of the

programme. Assessment aligns with the University regulations. Overall there was good evidence of agreement between assessors, across each of the sample papers/coursework presented; I also reviewed a realistic and accurate range of low, medium and high quality assignments. Where there were any levels of disagreement between assessors, tertiary examiner input was transparent.

4. Year-on-Year Comments

Nil

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

As a new External Examiner on this programme, I was provided with good online support; including significant information within the Team Place site which allowed suitable preparatory activity and guidance. When additional information was sought, I received, efficient and timely guidance from the administrators via email.

6. Noteworthy Practice and Enhancement

I would like to extend my congratulations to the programme's staff for their continued work. I would thank the module leads, course director and administrative staff for their work to date and for ensuring that all requisite materials were sent through to me in good time. Overall I found consistent evidence of good practice and innovation relating to learning, teaching and assessment across all modules.

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

I reviewed a sample of MSc dissertations over the 2015/16 academic year. These were of varying standard in terms of final quality; but I would note that each represented a significant commitment on the part of the student. These projects are research based, and therefore suitably challenged each student to undertake primary data collection, analysis and interpretation. Again, I found the assessment process to be transparent; feedback was written, informative and summative. There was evidence of agreement between two blinded assessors.

8. Appointment Overview (for retiring External Examiners only)

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? | | | NA |
| Draft Examination Question Papers | | | | |
| 9.3 | Were you asked to approve all examination papers contributing to the final award? | Y | | |
| 9.4 | Were the nature, spread and level of the questions appropriate? | Y | | |
| 9.5 | Were suitable arrangements made to consider your comments? | Y | | |
| 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 | | |
| 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? | Y | | |
| 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 | | |
| 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? | | | NA |
| Sampling of Work | | | | |
| 9.16 | Were you afforded sufficient time to consider samples of assessed work? | Y | | |
| Examining Board Meeting | | | | |

| | | Yes (Y) | No (N) | N/A (N/A) |
|--|---|------------|-----------|--------------|
| 9.17 | Were you able to attend the Examining Board meeting? | | N | |
| 9.18 | Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction? | | | NA |
| 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? | | | NA |
| 9.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | | | NA |
| 9.22 | Was the Composite Examining Board conducted according to its rules? | | | NA |
| 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 | |
| 9.27 | If so, was the Examining Board conducted properly and in accordance with established procedures? | | | NA |
| 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.