



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Louise C Madden		
Home Institution / Employer of External Examiner:	Glasgow Caledonian University/NES		
Programme and / or Subjects Covered by this Report:	MSc in Clinical Optometry		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	24/08/2015

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

1. Programme Structure

This postgraduate programme appears to be very well structured, providing distance and e-learning modules complimented by practical training. The modules cover a wide range of topics, giving students the opportunity to enhance their clinical knowledge and skills.

2. Academic Standards

The academic standards of the MSc in Clinical Optometry are comparable with those at other UK Optometry institutions. This year I observed one of the practical training days and the students were of high calibre and performed well in assessments.

3. The Assessment Process

The methods of assessment for this programme are varied and appropriate. I assessed a number of online examinations and these were set at an appropriate level. I observed practical assessments (OSCEs), which were delivered in a well co-ordinated manner. However, perhaps a more efficient way to provide feedback would be advantageous.

4. Year-on-Year Comments

As this is my first year as an external examiner at Cardiff University I have no previous comments.

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

As a new external examiner, I was fully informed of my duties and kept abreast of all relevant developments. The administrative team have been excellent throughout and

I have received all the required support to fulfil my role. I found the external examiner handbook to be particularly useful.

6. Noteworthy Practice and Enhancement

The programme appears well run, with a hugely enthusiastic team of educators. The students I encountered found the course immensely enjoyable.

The new state of the art clinical area is also worth mentioning as an excellent facility for postgraduate education.

7. Appointment Overview (for retiring External Examiners only)

N/A

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?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
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?	Y		
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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE