



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Glynis Buckle		
Home Institution / Employer of External Examiner:	Prev Postgraduate School of General Practice Oxford Deanery		
Programme and / or Subjects Covered by this Report:	Masters in Medical Education <i>PG Diploma/MSc in Medical Education ('face to face')</i>		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	21/7/15

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

The programme is well structured and appropriate to its aims as a Postgraduate Certificate, Diploma and Masters in Medical Education. The structure provides students with wide range of opportunities which enables them to develop their skills and knowledge as well as demonstrate their strengths' and preferences.

2. Academic Standards

Academic standards are high, fair, consistent and rigorously applied. There is often a wide range of grades across each module demonstrating the different strengths of different students in different academic areas. The overall pass rate is high with an appropriate number of merit and distinction awards. A small number of students fail to reach the required standards. Requests for extensions and extenuating circumstances are given the appropriate consideration and the process is compliant with University guidance and requirements.

3. The Assessment Process

The assessment process is rigorous and transparent with consistency across all markers. The type of assessment for each module reflects the expected learning aims of the module. It also allows students to work within a subject matter that is relevant to their sphere of work, interests or needs. Good use of double marking can

be particularly helpful for weaker students in understanding why they are not meeting the required standard.

4. Year-on-Year Comments

There were no issues raised in the previous examiners report.

The standards achieved compare well with the previous year.

The course continues to be of a very high quality, meeting the educational needs of a group of students for whom medical education is almost always their secondary rather than their primary area of professional work.

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

N/A.

6. Noteworthy Practice and Enhancement

Levels of feedback continue to be an outstanding feature of this course. Written feedback is given on every assignment. It is detailed, constructive, affirming and formative. (This is evident regardless of whether the outcome is a distinction or a fail).

The dedicated tutor team provide both challenge and support for each other as well as an enormous level of support and encouragement for their students. The course is student sensitive, student centred and student driven which is reflected in the high level of satisfaction shown in student feedback from each taught session.

It has been a privilege to see some of the really excellent work produced by students on this course

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?	x		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			x
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			x
8.4	Were the nature, spread and level of the questions appropriate?			x
8.5	Were suitable arrangements made to consider your comments?			x
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?	x		
8.7	Was the general standard and consistency of marking appropriate?	x		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	x		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	x		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	x		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	x		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	x		
8.13	Was the method and general standard of assessment appropriate?	x		
8.14	Is sufficient feedback provided to students on their assessed work?	x		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			x
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	x		
Examining Board Meeting				

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

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