



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:	Demelza Green		
Home Institution / Employer of External Examiner:	University of Exeter		
Programme and / or Subjects Covered by this Report	BSc Hons Diagnostic Radiography and Imaging		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	3 rd July 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

This is my first year as external examiner for the Diagnostic Radiography and Imaging course however the course appears appropriate and is logical and coherent in structure mirroring many other similar course across the United Kingdom. I particularly would like to commend the inter-professional aspects of the course which are excellent.

2. Academic Standards

The academic standards in this programme are comparable to other UK institutions and are aligned to the professional framework of the regulating body – the health Care Professions Council (HCPC).

The programme reflects current radiography practice and the staff are aware of developments in practice reviewing and modifying content within the curriculum as appropriate.

As my first year in post the access to HCare assessments through teamplace seems logical and has allowed me to review scripts and associated module documentation in a timely.

Any module assessments not available through this platform were made available on the day before the examination board for a 360 review.

3. The Assessment Process

I was asked to review the following modules:

HC 2114 Anatomy, Physiology & Pathology III

HC 2115 Diagnostic Practice III

HC 2130 Professional Development II

HC 2131 Research Practice 1

HC 3051 Research Practice

HC 3054 Collaboration & Teamworking in Diagnostic Radiography

HC 3055 Clinical Education (Diagnostic III)

- The assessment strategies for the above modules are appropriate with a range of assessment methods being utilised appropriately allowing students with different learning styles to work to their strengths maximising possible achievement.
- Marking processes and clear and transparent to all with appropriate marking criteria and assessment schemes. The moderation process is to be commended on its thoroughness.
- Learning outcomes for all modules are very clear and the assessments are well matched to these aims keeping with the university's policies and regulations along with those our professional regulatory body.
- I feel the amount of assessment each individual student undertakes is appropriate and consistent with other programmes of this nature.
- I feel that all assessments viewed were sufficiently discerning and rigorous and pitched at the correct academic level.
- I feel the marks awarded are fair and consistent and I am pleased to note that a full range of marks is utilised across all assessments.
- The HCARE system allows a large percentage of the assessment workload can be reviewed electronically and this is accompanied by reasonable deadlines for return of associated reports.
- I have asked the team if there is any possibility for complete mark sheets for each module to be made available prior to the exam board
- An overview of the programme assessment statistics available the day before the examination board would help in the ratification process.
- At the examination board the use of projection made ratification of marks and progression or award quite difficult could I therefore ask to have site of a paper copy of the full spreadsheets or that a revised overview spreadsheet be projected.

4. Year-on-Year Comments

Not applicable – this is my first year in post

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

I feel that this was appropriate and comprehensive at the time it was delivered. I have consequently required further information following this but the team have

supported me well and dealt with any queries or requests I have had throughout the year in a timely manner.

6. Noteworthy Practice and Enhancement

The module HC3051 Research Practice produced some excellent pieces of work either in report or poster format and I would like to see the students encouraged to publish these. Even some of the reports in the 50% and 60 % mark ranges had some interesting findings and with some editing using the comprehensive feedback given could edit their reports in to a publishable article.

Myself and my fellow external examiners were disappointed to hear that this modules assessment is being changed to a larger 10,000 word dissertation as most institutes I have knowledge of are moving to the current assessment format you utilise to allow for students to more readily publish their work to produce a research output without the considerable need for editing a larger document down to a smaller succinct article accepted in a journal. Equally the poster allows for students to start building up a research profile by presenting at local and national conferences. I would therefore ask that the team discuss the points raised and reconsider the decision for change.

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

N/A

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?	X		
9.2	Were you asked to comment on any changes to the assessment of the Programme?	X		
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	X		
9.4	Were the nature, spread and level of the questions appropriate?	X		
9.5	Were suitable arrangements made to consider your comments?	X		
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?	X		
9.7	Was the general standard and consistency of marking appropriate?	X		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	X		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
9.10	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				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	X		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
9.13	Was the method and general standard of assessment appropriate?	X		
9.14	Is sufficient feedback provided to students on their assessed work?	X		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?	X		
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?	X		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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?	X		
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?			X
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
9.22	Was the Composite Examining Board conducted according to its rules?			X
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?			X
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			X
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			X
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			X
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			X
9.28	Were the schemes for marking and classification correctly applied?			X
9.29	Were the standards of the awards recommended appropriate?			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:

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.