



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Louise Winfield		
Home Institution / Employer of External Examiner:	Plymouth University		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	MSc Advanced Practice <i>MSc in Advanced Practice / Advanced Clinical Practice (all areas except Non-Medical Prescribing)</i>		
Academic Year / Period Covered by this Report:	2015/2016	Date of Report:	30/10/2016

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 structure of the programme gives a balanced overview of clinical and theoretical modules. The programme encourages critical reflection and critical decision making skills which are essential for any advanced practitioner.

### 2. Academic Standards

This programme maintains the academic standards set for its award in accordance with the frameworks for higher education qualifications and applicable benchmark statements. I have found academic standards to be rigorous; all marking has fed forward to the student giving plenty of advice for future assessments. Moderation has been evident on all modules I have been involved in. The assessments that have marking grids have been useful and are a good aid for markers.

### 3. The Assessment Process

Assessments are well designed and applied against the intended learning outcomes. There is a healthy mix of assessment strategies taking into account students' learning needs. Assessments comply with institutional requirements, are rigorous but not excessive. Faculty are to be commended on the balance of design innovation in this area. All modules are well aligned and appear to work well. Throughout sampling I have witnessed a high and consistent standard of feedback that leaves learners in no doubt as to how higher grades may be achieved whilst giving fair credit for good and excellent work. The assessment process is comparable with similar institutions offering this award across UK.

#### **4. Year-on-Year Comments**

Any questions or queries I have had have been handled very quickly. Changes in team have not affected the smooth running of things.

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

N/A

#### **6. Noteworthy Practice and Enhancement**

Using JBI for systematic reviews gives a wider choice of qual as well as quant reviews. It adds structure and focus. I have been genuinely impressed with the overall standard of systematic review and think it an excellent choice for dissertation.

#### **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)
<b>Programme/Course Information</b>				
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		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?			n/a
8.4	Were the nature, spread and level of the questions appropriate?			n/a
8.5	Were suitable arrangements made to consider your comments?			n/a
<b>Marking Examination Scripts</b>				
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?			n/a
8.7	Was the general standard and consistency of marking appropriate?			n/a
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			n/a
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			n/a
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			n/a
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			n/a
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
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		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			<b>n/a</b>
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>n/a</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>n/a</b>

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto: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 & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE