



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Edward Mallen		
Home Institution / Employer of External Examiner:	University of Bradford		
Programme and / or Subjects Covered by this Report:	PGT in Clinical Optometry		
Academic Year / Period Covered by this Report:	2013-4	Date of Report:	4 th August 2014

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

Programme structure is good. The development of the structure has produced a comprehensive set of modules at Master's level; this is impressive, and the team should be commended for this development.

2. Academic Standards

The academic standards of this programme are in line with those of similar courses at other higher education institutions in the UK. There is a rigorous process for the monitoring of academic quality of taught material and assessment methods (including both written elements and practical modes of assessment).

The marks achieved by students registered on this programme were in line with expected normal values for this type of course. I believe that the academic standards are being maintained by the module teams.

3. The Assessment Process

The Assessment methods and administrative processes which underpin these methods are good. I have no concerns to raise. Examination papers are produced to a high standard, and are considered by the external examiners in good time. All comments raised by me on the content or formatting of the examinations were addressed by the module leaders.

4. Year-on-Year Comments

There have been some personnel changes since last year (affecting both academic, clinical and administrative staff). These changes had gone through smoothly. I am very happy with the way the programme is running.

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

(not applicable)

6. Noteworthy Practice and Enhancement

It was impressive to see the lengths taken by the department to overcome some of the difficulties experienced by students taking online examinations in areas of the world where internet access and power supplies are intermittent.

Also, the department has shown particular care and consideration when helping students to fit part-time study into their busy clinical workloads.

7. Appointment Overview (for retiring External Examiners only)

(not applicable)

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