



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Glynis Buckle		
Home Institution / Employer of External Examiner:	NHS England		
Programme and / or Modules Covered by this Report	Masters in Medical Education		
Academic Year / Period Covered by this Report:	16/17	Date of Report:	17 July 2017

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. **Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

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 many opportunities to work with other students and also provides good personal access to their tutor. The curriculum covers a wide range of topics which are relevant to and can be readily applied to students from a diverse range of backgrounds and prior learning experiences. The programme allows students to contextualise their learning and apply it through their assignments to areas of interest, expertise or personal career development.

2. **Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements)

Academic standards continue to be high, fair, consistent and rigorously applied. Course tutors recognise that their students can have many additional demands on their time e.g. pressure of work or family needs but always ensure that University

regulations are strictly adhered to when considering requests for extensions and extenuating circumstances. There is further evidence of this in the way that a late submission was treated and marked as a resubmission (which would otherwise have scored more highly).

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The assessment process is rigorous and transparent with consistency across all markers which is evident through the use of double marking. The handbook for each module clearly outlines the format of the assessment and what is expected of each student. Feedback from tutors to students continues to be at the highest level. It is detailed, constructive and encouraging. This applies to all assignments regardless of the mark. Tutors on this course are particularly skilled in feeding back to lower achieving students in such a way that explains why and how they need to improve and at the same time recognising what the student has achieved.

4. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

As requested in last year's feedback from the other external examiner we were allocated considerably more time to review assignments.

I have raised the issue of ensuring that none of the assignments or appendices etc contain any information which would allow a second party (patient or colleague) to be identified.

The standards achieved continue to compare well with the previous year and the level of attainment which reflects a range of distinctions, merits, passes with only a few fails does not give cause for concern

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

N/A

6. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

This is a course in which the learning needs of students are the first and foremost consideration. It has been developed and is delivered by a highly skilled team of tutors who combine academic rigour with a nurturing learning environment. While standards across the board are generally high they are to be complimented on

facilitating the achievement of some exceptional pieces of work from particular students.

It is also worth mentioning the very high level of satisfaction expressed by students on their feedback forms both for individual modules and for the course overall. The positive feedback extends to visiting speakers/lecturers which demonstrates the care that goes into planning the delivery of each module.

I continue to be impressed by the excellent admin support that I receive as an external examiner. It is efficient and informative.

7. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

This is my Fourth year as an External Examiner, however this course which currently comes under the auspices of the Welsh Deanery will become part of the University as the Deanery becomes part of HEIW. Consequently I have been asked if I could stay on for a further year to bridge the transition. I would be happy to do so if it as acceptable to the University

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?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			√
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?			√
8.4	Were the nature, spread and level of the questions appropriate?			√
8.5	Were suitable arrangements made to consider your comments?			√
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?	√		
8.7	Was the general standard and consistency of marking appropriate?	√		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	√		

8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	√		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
8.13	Was the method and general standard of assessment appropriate?	√		
8.14	Is sufficient feedback provided to students on their assessed work?	√		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			√
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	√		
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?	√		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	√		
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?	√		
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?			√
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			√
8.22	Was the Composite Examining Board conducted according to its rules?			√
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	√		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	√		
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	√		
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?		√	
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			√
8.28	Were the schemes for marking and classification correctly applied?			√

8.29	Were the standards of the awards recommended appropriate?			√
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i>			

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.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