

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

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	For completion by External Examiner:		
Name of External Examiner:	Sarah Harding		
Home Institution / Employer of External Examiner:	UWE Bristol		
Programme and / or Modules Covered by this Report	MSc Advanced Surgical Practice		
Academic Year / Period Covered by this Report:	2018/19	Date of Report:	Dec 2019

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the dissertation 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 General Data Protection Regulation (2018).

Please extend spaces where necessary.

- 1. Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning). This course provides students with a structured program of learning, presented in a distance learning format. This format enables learners to access on-line resources whilst promoting research methodology for healthcare staff.
- 2. Academic Standards** (comparability with other UK HEIs, achievement of students, any PSRB requirements) Academic standards are in line with other universities and are suitable and appropriate of MSc level.
- 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 clear and fair and therefore, meet the required academic standard for higher education institutes. The academic team have designed different types of assessment methods to support the assessment process.

4. **Examination of Master's Dissertations (if applicable)** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

Three dissertations have been reviewed, two passes and one fail. I was impressed at the amount of comments on all dissertations from the marker. These comments highlight both areas for improvement and areas of achievement. The dissertation that failed was offered a comprehensive list of improvements for resubmission. The marking criteria is commensurate with other higher education providers.

5. **Year-on-Year Comments**

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]
This is the first EE report I have completed.

6. **Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

No formal induction has been offered and an induction would have been beneficial in preparation for the role of external examiner. This could have included using the Blackboard (BB) system. However, the academic team offered thorough explanation on the course and provided a session exploring and navigating the module and its structure. I am also grateful for the AV's the module leader has sent me to navigate BB. The team has continued to support the EE through the first year of appointment.

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

The academic team demonstrate an innovative approach to provide learners with a structured program. Resources are well thought out. Feedback is detailed and clear which provides learners with the opportunity for progressive learning.

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

9. 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				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?			NA
9.4	Were the nature, spread and level of the questions appropriate?			NA
9.5	Were suitable arrangements made to consider your comments?			NA
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?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	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				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining board meeting				
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		

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?	Y		
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?		N	
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
9.22	Was the Composite Examining Board conducted according to its rules?			NA

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