

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: | Fiona Timmins | | |
| Home Institution / Employer of External Examiner: | Trinity College Dublin | | |
| Programme and / or Modules Covered by this Report | MSc Critical Care | | |
| Academic Year / Period Covered by this Report: | 2018/2019 | Date of Report: | |

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)

The programme is well structured

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

Students performed satisfactorily across modules and their performance was commensurate with students at other third level institutes. The overall standard of the students work is very good and has improved greatly this year. Some students' work is at a very high level and worthy of adaptation for publication.

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

The assessments are fair and provide students with opportunity to succeed. There appears to be good online support and documentation to assist students to succeed at their assignments.

Marking is consistently fair. Student feedback is detailed and specific. There is evidence of robust internal moderation.

Overall the assessments are appropriate and permit comprehensive assessment of the required learning outcomes

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

[Where possible please complete this section following the dissertation examining board determining the final award.]

Overall the Master's Dissertations are of high quality. Students overall perform very well and comparable to students at other third level institutions. There are some examples of some really excellent work and very fine searching skills. Skills of critical analysis are also emerging for many. Marking is consistent and fair. Student feedback is detailed and clearly outlines the way for students to improve their marks. Some students fail to achieve the required level, however in these cases their approach lacks detailed and comprehensive work, is superficial, and often relies heavily on direct transcribing from published work. Referencing and presentation are usually other features of these weak dissertations. Students often improve with support but this is not always the case. The dissertation is an individual piece of work requiring high-level student effort and attention to detail to all aspects of requirements. When this is not achieved the students do not achieve the required marks, regardless of level of supervision or other support provided. The fact that there are large numbers of very high level dissertations, across a number of disciplines indicates that by and large the system is very well set up to support and encourage students that fully engage with the process.

5. Year-on-Year Comments

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

Staff at Cardiff are very responsive to External Examiner feedback and aim at all times to deliver a professional and quality service.

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)

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

Detailed feedback is provided to students and is done so in a very encouraging way leaving students very clear as to the deficits (if any) in their responses. There is good use of in-text comments to assist students to identify their weaknesses.

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

This has been a most enjoyable experience. Staff work together with the External Examiner in a very collegial way, and although this is mostly at a distance, one gets to feel as though one is part of the team. At the same time a great respect is held for the Examiner whereby all comments, however minor or seemingly critical, are taken on board and necessary adjustments made. Staff were overwhelmingly receptive to critical feedback and indeed sought it out frequently. Online materials were easily accessible with good support and instruction provided by IT and academic staff. Good podcasts with instructions were also available. There are good online resources available for students. Dissertations and other work produced by the students has been very interesting and diverse, with a range of complimentary assessments on offer. Staff work hard to provide high quality teaching and learning environment and the evidence of very high quality dissertations and other work are testament to what can be achieved when a quality service is provided.

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? | Y | | |
| Commenting on draft examination question papers | | | | |
| 9.3 | Were you asked to approve all examination papers contributing to the final award? | Y | | |
| 9.4 | Were the nature, spread and level of the questions appropriate? | Y | | |
| 9.5 | Were suitable arrangements made to consider your comments? | Y | | |
| 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? | | | x |
| 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 | Y | | |

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| | established procedures and to your satisfaction? | | | |
| 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) | | | Y | |
| 9.20 | Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees? | Y | | |
| 9.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | Y | | |
| 9.22 | Was the Composite Examining Board conducted according to its rules? | Y | | |
| | | Y | | |

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