



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Susan J CARR		
Home Institution / Employer of External Examiner:	University Hospitals of Leicester		
Programme and / or Subjects Covered by this Report:	Medicine Year 4/5 Knowledge Based assessments and OSCEs		
Academic Year / Period Covered by this Report:	August 2014- July 2015	Date of Report:	20.7.15

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

The students sit the 10 station OSCE examination at the end of Year 4. The exam consists of 6 physical examination/structured question stations and 4 simulated scenarios (2 acute care, 1 complex history taking and 1 breaking bad news). I had the opportunity to observe all 3 cycles of the OSCE in July 2015, and re-sit examinations in November 2014 and February 2015. In November,

I observed the clinical examinations and OSCEs on 15.7.15

The students also sit a knowledge based-assessment in Year 4/5. I have had the opportunity to review all papers.

2. Academic Standards

I found the student performance in physical examination stations to be generally of a high standard and comparable to the performance of Leicester students in the Final examinations. The performance in the simulation stations was also of a high standard.

Students demonstrated a high standard of professional behaviour.

The marking of the examiners appeared fair and consistent using the appropriate pro-formas. The few students with weak performance that I observed were appropriately identified by examiners.

Knowledge based assessments – I have reviewed all papers and found the papers to be of a satisfactory standard and to contain a good balance of questions on acute care scenarios, data interpretation and prescribing.

3. The Assessment Process

OSCEs

The conduct of the exams I observed was generally good and I had no serious concerns.

The exam was of an appropriate standard and examiners generally assessed candidates in a fair and consistent manner.

The information (scenarios, investigation, charts etc) provided to the students was of a high quality and the simulated patients gave a good history.

The communication skills and focused history taking scenarios are good and test of a range of communication skills, clinical reasoning skills and professionalism.

I noted significant improvements in the examiner briefing with an examiner presentation, which was well attended. In addition, the station leads held clear signposted meetings for their examiners where they discussed the format of the exam and agreed the standard and knowledge questions that would be asked.

The exams ran smoothly and I observed no problems with patients or students.

Some clinic rooms were rather hot and there was some noise contamination from adjoining rooms and fans but this did not constitute a significant impairment in my opinion.

The examiners were fair, professional and generally experienced. However, I did observe 2 examiners asking questions that were not agreed at the station lead meeting or that were tailored to the student's examination findings.

The Clinical Skills Unit is an excellent facility for these examinations providing a quiet functional environment. There were no organisational problems that I observed and the examiner briefing was satisfactory.

4. Year-on-Year Comments

I have observed all 3 OSCE cycles this year and note they are of a consistent standard.

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

I have received KBA papers generally in good time and had the opportunity to review the materials for OSCEs before the examinations.

6. Noteworthy Practice and Enhancement

The exams were well organised and the simulation scenario ran very well in excellent facilities. Students were generally confident and performed well.

7. Appointment Overview (for retiring External Examiners only)

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?	Yes		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			X
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	yes		
8.4	Were the nature, spread and level of the questions appropriate?	yes		
8.5	Were suitable arrangements made to consider your comments?	yes		
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?			X
8.7	Was the general standard and consistency of marking appropriate?			X
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			X
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			X
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			X
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?			X
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			X
8.13	Was the method and general standard of assessment appropriate?			X
8.14	Is sufficient feedback provided to students on their assessed work?			X
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	yes		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?			x
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		x	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			X
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?	yes		
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?			x
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			x
8.22	Was the Composite Examining Board conducted according to its rules?			x

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ExternalExaminers@cf.ac.uk

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Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE