



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	David Mason		
Home Institution / Employer of External Examiner:	Staffordshire University		
Programme and / or Subjects Covered by this Report:	PG Cert/PG Dip/Grad Cert in Experienced/Senior Social Work Practitioner Programme [CPEL Framework]		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	31/3/16

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 programme is guided by detailed documentation from the Care Council of Wales (CCW). I believe that from its inception the programme has remained strong. I first had sight of programme documentation at the validation stage, in my opinion the programme is well designed and structured to meet the needs of learners in a variety of settings across the principality. It is clear that the programme team have successfully developed a programme that fits the brief given by the CCW, that also meets the academic standards required for study at graduate and postgraduate levels.

The programme also meets other demands such as its suitability for Welsh and English speakers, students in different social work settings, and taught and distance learning options. I believe that this has been achieved because of good preparation, and an ability to identify and overcome problems by the teaching team.

The key roles within the process are Programme Coordinator and Programme Administrator, and appear to be working well.

2. Academic Standards

In my opinion, the programme meets the academic requirements and standards set by the university and CCW. Of particular note is the ability of a team representing four HEIs covering a large geographical area to work together to meet demands set for them, whilst maintaining a high standard.

The material provided for students clearly sets out the standards, and maps the modules of the programme to standards, whilst identifying standards required.

3. The Assessment Process

The process is similar to that in most HEIs, however the potential for inconsistency is greater in this programme than most. The coordination of assignment marking and feedback is a key role, which has worked well. The partnership has developed a working relationship that appears strong, with module coordinators and moderators working well together. Marking appears fair, and consistent. Particularly standards are being maintained.

There is evidence of excellent practice, such as individualised, detailed feedback to students that is consistent. Moderation is working well, it was noted throughout the year that where issues were identified that markers and coordinators were willing to make changes.

Assignment tasks are varied, and enable students to explore practice issues. It is especially good that Service User's perspectives are sought in addition to professionals in the workplace.

4. Year-on-Year Comments

As this is the first year of the programme there is nothing to note in this section.

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

The induction session planned was unfortunately cancelled by the University, and consequently, I have had no induction.

The support provided by members of the programme team has been excellent, particularly on the day of the exam board, where I was briefed prior to the board, supported throughout, and encouraged to participate by the chair. I had an opportunity to meet with members of the teaching team from all four universities after the board, to discuss issues around the programme. It was a valuable opportunity, I was able to develop my understanding of the University processes, and those of the partnership and programme itself.

6. Noteworthy Practice and Enhancement

Some areas of good practice have been noted elsewhere in the report, such as the effectiveness of good moderation. What is particularly strong is the ability for the four institutions to establish an effective partnership that delivered a programme that met required standards from the outset. This is practice that could be shared with other colleagues.

The variety of learning opportunities and the flexibility within the programme to enable this is also good practice.

7. Appointment Overview (for retiring External Examiners only)

N/A

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?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
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?			N/A
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	
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