



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Kay Norman		
Home Institution / Employer of External Examiner:	Staffordshire University		
Programme and / or Subjects Covered by this Report:	BSc (Hons) Community Health Nursing Practice Overseas (Oman) BSc (Hons) Community Health Studies (Practice Nursing)		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	06.08.13

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 structure for both awards is appropriate for the aims and learning outcomes to be achieved. Modules are contemporary and reflect the current issues arising within the healthcare arena. The associated module assessments demonstrate how the theoretical elements of modules are translated to practice, giving scope for the student to address their specific role within the health care team. There is a variety of assessment strategies evident within these awards which encourage innovation, creativity, and ensures students have the opportunity to develop skills in all aspects of academic writing, reflection, leadership, and presentations.

2. Academic Standards

The programmes reviewed maintain appropriate academic standards in accordance with the frameworks for higher education qualifications and benchmark statements. Where appropriate, professional body regulations are adhered to (Nursing and Midwifery Council). These are comparable to those in other UK higher education institutes that I have been involved with.

3. The Assessment Process

All assessments moderated for the above awards are appropriate for the learning outcomes to be achieved. There are a wide range of assessments throughout the programmes which develop students' academic knowledge and understanding. The theory to practice linkage is evident throughout ensuring scope for the individual student to focus on their particular area of interest relevant to their role.

The assessments assure students achievement is measured fairly against the relevant learning outcomes and are conducted within the University's policies and regulations.

The assessment weighting is appropriate throughout the awards and comparable to other modules of the same credit rating. Associated marking schemes and award classifications are set at the appropriate level.

4. Year-on-Year Comments

This is my first year as external examiner for these awards. I have not had sight of previous examiner reports.

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

I was unable to attend the induction day for new examiners and an alternative day could not be arranged.

Most information is within the online site for these programmes. When I have asked for module/award information prior to moderating of assignments, these have always been forwarded to me promptly.

6. Noteworthy Practice and Enhancement

For those students who have excelled in their assessments, encouragement and support to develop this for publication or poster presentation would be useful to disseminate 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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			N/A
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		

		Yes (Y)	No (N)	N/A (N/A)
Examining Board Meeting				
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/A
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