



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:	Jane Lindsay		
Home Institution / Employer of External Examiner:	Kingston University and St George's University of London		
Programme and / or Subjects Covered by this Report:	MA in SOCIAL WORK		
Academic Year / Period Covered by this Report:	2012-3	Date of Report:	20/7/13

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 is structured to meet professional requirements set by the Care Council for Wales and is delivered in partnership with local employers and representatives of service users and carers. The approach taken by the programme is fully congruent with professional requirements and aspirations. A particular feature of the programme is the research undertaken for the dissertation which enables students to develop research skills.

2. Academic Standards

The programme is framed to enable students to achieve appropriate benchmark standards for social work as well as professional requirements. The standards achieved by students are comparable to standards achieved by students on social work qualifying Masters programmes with which I am familiar.

3. The Assessment Process

The assessment process is rigorous and transparent. The programme employs a good range of assessment methods to test students' achievement of programme learning outcomes and professional standards. Students are provided with full and detailed developmental feedback on their work. The internal moderation process is exemplary. A further strength of the programme is the involvement of partner agencies/ employers in assessment. In particular I would like to commend the assessment practices of practice assessors of students' work on practice placements. The programme team has communicated regularly with me as an external examiner. A representative sample of students' work was sent to me to examine in a timely and orderly fashion. The Assessment Boards were conducted in

accordance with due process and academic regulations. A feature of the social work assessment boards is the presence and contribution of employers and normally representatives of service users and carers.

4. Year-on-Year Comments

Standards in 2012-3 were consistent with 2011-2.

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

Not applicable.

6. Noteworthy Practice and Enhancement

- High standard of feedback and “feed forward” provided to students.
- The quality of the students’ dissertations
- The standards of support provided to each individual student.

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
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?			
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