



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:	Dr Angela MacAdam		
Home Institution / Employer of External Examiner:	University of Brighton		
Programme and / or Subjects Covered by this Report:	PG Cert/PG Diploma/MSc Clinical Practice (Community and Primary Care)		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	11 th June 2015

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 continues to deliver a well-structured programme of modules supported by weekend schools. It is structured to meet the needs of the students undertaking this programme.

2. Academic Standards

The academic standards of this programme continue to remain at a high level and compare well to other similar programmes across the UK. I had the opportunity to speak to 4 students undertaking the programme and was reassured with their academic knowledge and of the added value that this programme gives with regards to becoming a more reflective and effective practitioner.

3. The Assessment Process

There is a wide variety of assessment tasks employed throughout the programme. There was clear evidence of assessments, both formative and summative, being assessed carefully against robust marking schemes. There was an opportunity to witness the use of the 'yellow card' in a written examination and how the feedback to the student concerned was dealt with. There is a potential issue around the use of negative marking on the MCQ papers which has been highlighted to the programme team during the visit. In addition there was a suggestion regarding moving the portfolio from the cardiology module to the medicines management module which I fully support.

4. Year-on-Year Comments

From last year's visit and subsequent report, I suggested that the programme should be simplified and was pleased to note that this had been addressed given the constraints of the programme.

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

n/a

6. Noteworthy Practice and Enhancement

Continuing the theme for previous years, the support and extensive feedback given to all students throughout the programme is exemplary. It is a most supportive environment in which students cannot fail to thrive.

7. Appointment Overview (for retiring External Examiners only)

During my time at Cardiff working with [REDACTED] and her team, it has been a pleasure to become a part of the programme in the role of external examiner. I have seen changes take place to enhance the programme, as a result of feedback from the students, the staff and myself. The team are responsive and there is a sense of the programme moving forward, constantly evolving in light of the changing climate of the pharmacy world. The programme is designed with the students in mind with weekend schools which foster excellent peer support and negate the sense of social isolation that many community pharmacists feel. It has been a pleasure being an external examiner for this programme, the organisation of all the paperwork, including visit details has taken place without a hitch. Long may this successful programme continue and congratulations to [REDACTED] and the team.

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

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

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