



EXTERNAL
EXAMINERS
20 JUN 2013

EXTERNAL EXAMINER ANNUAL REPORT FORM

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|---|--|-----------------|----------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Martin P RUBINSTEIN | | |
| Home Institution / Employer of External Examiner: | Department of Ophthalmology Leicester Royal Infirmary Leicester LE1 5WW | | |
| Programme and / or Subjects Covered by this Report: | BSc (Hons) Optometry and Vision Sciences | | |
| Academic Year / Period Covered by this Report: | 2012 /13 | Date of Report: | 16/ 6/13 |

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

This is a 3 year full-time programme leading to a BSc award . It is designed to prepare students for a future career in optometry . Graduates with a minimum of a 2.2 degree enter the Pre-registration Period (PRP) which is a year (generally) of supervised clinical practice . During the PRP assessments are carried out by the College of Optometrists, testing the individuals fitness to practice as a new entrant to the profession .

The optometry programme is very well established and fully suited to fulfil these needs . The curriculum appears to cover all aspects of modern optometry, both theory and practice . Students develop practical skills in the excellent purpose-built Eye Clinic .

A broad range of patient material and types of clinic is available and suitably skilled staff teach in these clinics .

The General Optical Council (the profession's statutory body) controls a set of 'core competencies' which all undergraduate students must achieve .

This course is well designed both in terms of curriculum and assessment processes to satisfy General Optical Council requirements .

Graduates therefore achieve an honours degree and will have satisfied the above professional requirements .

2. Academic Standards

Standards appear to be comparable in scope and depth to those found in other UK University Optometry Departments .

High calibre students are attracted to the course in Cardiff and they are presented with a high quality and challenging programme of study .

The Optometry and Vision Sciences building provides excellent facilities .

Graduates from this course perform well in their postgraduate professional assessments after leaving Cardiff .

3. The Assessment Process

The assessment methods are essentially similar to other institutions, where the student is expected to acquire a broad range of theoretical knowledge, develop clinical skills and also interact with the general public .

The mixture of and balance between different assessment methods seems good .

I sampled examination papers, clinical log books and other materials from both second and third year students . Sampling was performed to check appropriateness of marking for high , medium and low standard candidates . I was satisfied that marking had been carried out appropriately .

We carried out viva voce examinations on several students – one from each degree classification and others who were borderline between each group . We were impressed by all the students in terms of their attitude and professionalism . We were confident that they demonstrated a performance commensurate with their classification average .

4. Year-on-Year Comments

Arrangements for the visit of the External Examiners were , as usual, excellent .

The Department has lost a number of experienced and senior staff over the past year including the previous Programme Director . This has clearly resulted in a significant change in the Department . This , coupled with an apparent shortening of deadlines within the University for processing examination papers and marks, clearly had created pressures on many personnel in the School and this was apparent during the period of our visit .

I would like to thank both the Convenor of Exam / Examination Liaison Officer and the Programme Director for their diligence in and organisation of the visit , especially in the above circumstances .

Most issues raised in my previous report have been actioned .

However, two matters remain from the last Visit :

- a. neither External Examiner received any feedback regarding their comments after scrutinising the draft examination papers . Apparently feedback had been sent electronically but had definitely not been received by either Examiner.
- b. We did not see any evidence at the Visit of mechanisms / protocols of feedback to students.

Additional comments ;

a. **Module OP3107 Research Project**

I would recommend considering reducing the 'recommended word-count requirement' for written projects from the present 15000 words to 7-8000 words .

b. **Modules OP3205 and OP3106 both had a significantly high mean mark . I would suggest a review of the examination setting of these papers prior to future administrations of the exam .**

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

6. Noteworthy Practice and Enhancement

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? | Y | | |
| Draft Examination Question Papers | | | | |
| 8.3 | Were you asked to approve all examination papers contributing to the final award? | Y | | |
| 8.4 | Were the nature, spread and level of the questions appropriate? | Y | | |
| 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? | 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? | ? | | |
| Clinical Examinations (if applicable) | | | | |
| 8.15 | Were satisfactory arrangements made for the conduct of clinical assessments? | Y | | |
| 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? | | | |
| 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