



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Mark Doel		
Home Institution / Employer of External Examiner:	Sheffield Hallam U.		
Programme and / or Subjects Covered by this Report:	Professional Doctorate (Social Work)		
Academic Year / Period Covered by this Report:	2012-13	Date of Report:	13/12/13

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 is flexible, allowing candidates to make their own pathway through the programme. This is appropriate at this level and is responsive to the needs of candidates who are generally in full-time professional employment.

2. Academic Standards

Academic standards are very good and appropriate to the doctoral level of the programme.

3. The Assessment Process

The assessment process is thorough and conscientious. Comments are congruent with marks given. The detailed feedback at the draft stage is clearly of immense value to the candidates and is reflected in the improvements that they make in their final assignment. It is a time-consuming process for tutors, but well worth it.

4. Year-on-Year Comments

I am always delighted that my comments are well-received and listened to. I find the teaching team very responsive and I enjoy the fact that we are able to find time to discuss not just the fine details of the module(s) I am moderating but also the broader picture and strategic issues.

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

6. Noteworthy Practice and Enhancement

The two-part element to the assignment that I moderated (*SIR004 Research and Evidence-Based Policy and Practice*) is an effective assignment that really helps the candidates to think critically about evidence-based practice (this is more evident than the last time I moderated this module) and aids candidates with *knowledge transfer* - i.e. what EBP means for them in their own practice and context.

7. Appointment Overview (for retiring External Examiners only)

I have enjoyed my four years as EE (Social Work) for the Professional Doctorate. Standards are high, the teaching team is responsive and the organisation and administration are exemplary. The feedback from candidates (students) is always very positive and reflects the regard in which the programme is held.

It has been a pleasure to come to Cardiff to moderate *in situ* and to have the time to meet with members of the team to consider the broader picture as well as the fine-tuning of the programme. The hospitality has been second to none and the team have been highly responsive.

The Examination Board is well-chaired and there is a good balance between time for discussion and focus on task.

This is an excellent programme and clearly has a positive impact on those who pursue it and, by inference, must also influence for the better the practice (and policy) of social care, health and education in Wales.

These are my comments and reflections following the moderation work on this, my last, moderating visit (November 2013). I sampled from *SIR004 Research and Evidence-Based Policy and Practice*.

- My thanks, as usual, for the careful preparation and the hospitality from the team.
- I enjoyed the sample – especially reading across the professions.
- It is excellent to have access to the feedback sheets from the students – it gives me perhaps the best oversight of the module and how it is received by students. Needless to say the feedback for this module was exemplary. Of particular note is the appreciation of the choice of external speakers (sometimes externals do not gel with the module, but the 3 externals are clearly very well chosen by the team).
- The draft assessment marking form, though it must be time-consuming, is clearly an excellent tool and clearly very valuable to the students. The markers conscientiously reference the changes from the draft to the final version.
- I was pleased to see more criticality around the notion of EBP in contrast to the last time I moderated this module two years ago.

- The balance between a digest of the literature and the author's (i.e. candidate's) own voice is a difficult one to achieve and I was pleased to note the markers discussing this on a number of occasions in their feedback comments to the candidate.
- Pt 2 encourages some development of 'knowledge transfer' but this could be even further developed.

Suggestions:

- Include Beth Humphries' article in the given reading for *SIR004*. The two given articles are from nursing and education. Beth's is from social work and takes a critical look at EBP:
Humphries, B. (2003) What *else* counts as evidence in evidence-based social work. *Social Work Education*, 22(1), 81-91.
- Ensure that the External meets the relevant module leader (this usually happens but didn't on this occasion).

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 ASSIGNMENTS				
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?			
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