



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	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:	2013-4	Date of Report:	14/7/14

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 professional social work qualifying programme is structured to meet 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. The programme offers a generic training in social work and achieves a good balance in its structure in giving weight to the full social work curriculum and a range of service user groups. A particular feature of the programme is the research undertaken for the dissertation which enables students to develop research skills. This year I read some very well written and researched dissertations. The programme places a strong emphasis on social work as practised in Wales and, in their assessed work, students show that they are up-to-date with Welsh policy developments and professional guidance.

2. Academic Standards

The programme demands and achieves high standards both in practice placement settings and in linked academic work. 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 robust. This is my final year of examining for this programme and I have noted over my tenure as external examiner that the programme's approach to assessment is consistent and always of a high quality. Students are tested in a range of different ways. Of particular note is the approach the programme takes to integrate academic learning with professional practice placements which I consider enables students to develop professional development practices which will stand them in good stead when they enter their professional careers as social workers. The course team and practice educators provide detailed full and developmental feedback to students on their assessed work, without exception. The internal moderation process is of a high standard. The programme team has communicated regularly and efficiently with me as an external examiner. I have received representative samples to examine in a timely 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 and I note their full participation in decision making processes.

4. Year-on-Year Comments

Standards are consistent with previous years

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

Not applicable

6. Noteworthy Practice and Enhancement

- High standards achieved by students in their course work
- The involvement of employers and service users and carers in the programme and in assessment processes.
- The attention paid to research in social work throughout the programme
- The standards of support provided to each individual student.

7. Appointment Overview (for retiring External Examiners only)

It has been a pleasure working as an External Examiner for Cardiff's MA in Social Work programme. I have appreciated the efficient and effective communication I have had with the university and would particularly like to commend the MA Social Work Administrator for facilitating the external examining process. I have found the course team to be very responsive to my feedback and open to engaging in discussion about the assessment process. I have enjoyed reading students' work and tracing their development through the programme. During my appointment I did not have the opportunity to meet with students to discuss the programme of study and its assessment and I did not ask to meet with students as the nature of the

social work programme is such that students routinely produce reflective accounts of their experiences (in practice settings). On reflection, I wonder if such a meeting might be helpful for future external examiners in order to provide external examiners with additional perspectives on the quality and standard of the student experience. I have found it very valuable to meet employers and representatives of service users and carers at Assessment Boards.

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		

		Yes (Y)	No (N)	N/A (N/A)
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				
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