



## 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. C. Horne   |                 |           |
| Home Institution / Employer of External Examiner:   | UEA, Norwich   |                 |           |
| Programme and / or Subjects Covered by this Report: | BN Nursing (Hons) (Common Foundation Programme and Adult Branch): MSc/PG Dip in Nursing (pre-registration) |                 |           |
| Academic Year / Period Covered by this Report:      | 2012/2013  | Date of Report: | Sept 2013 |

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 programmes which I examine are of an excellent structure enabling students to develop the required knowledge, skills and professional attitudes for the Registered Nurse role.

### 2. Academic Standards

I have been impressed by the high academic standard of the work produced by students on the programmes for which I am an external. All students are given detailed and informative feedback comments and areas of strength, as well as limitation, are noted to ensure progression.

### 3. The Assessment Process

The processes which I have observed are fair and consistent. Across all modules, I have noted thorough marking and moderation processes in line with University requirements. I have, without fail, been sent full assessment details and guidelines, copies of marking and moderation reports, the marking rubric and where relevant, examples of peer assessment. All markers and mark bandings are sampled.

#### 4. Year-on-Year Comments

This is my second year at Cardiff University during which I have fully engaged with all curricular elements. I have adopted an approach by which I have useful email communication with Module Leads in instances where I require clarification or discussion about specific assignments or curriculum issues.

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

N/A

#### 6. Noteworthy Practice and Enhancement

I have observed Examination Boards which are conducted in an efficient and highly professional way and where I have been most impressed by the in respect of attention to detail, time keeping and professionalism.

Module NR2081: Developing Clinically Effective care: Excellent 'Discussion of Results' section offered on moderation reports.

The Administrative team: Excellent.

#### 7. Appointment Overview (for retiring External Examiners only)

N/A

#### 8. Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

|  |   | Yes<br>(Y) | No<br>(N) | N/A<br>(N/A) |
|--|---|------------|-----------|--------------|
| <b>Programme/Course Information</b>      |   |            |           |              |
| 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          |           |              |
| <b>Draft Examination Question Papers</b> |   |            |           |              |
| 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?  | Y          |           |              |
| <b>Marking Examination Scripts</b>       |   |            |           |              |
| 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   | Y          |           |              |

|  |   | Yes<br>(Y) | No<br>(N) | N/A<br>(N/A) |
|--|---|------------|-----------|--------------|
|  | 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?   | Y          |           |              |
| <b>Coursework and Practical Assessments</b>          |   |            |           |              |
| 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          |           |              |
| <b>Clinical Examinations (if applicable)</b>         |   |            |           |              |
| 8.15   | Were satisfactory arrangements made for the conduct of clinical assessments?  | Y          |           |              |
| <b>Sampling of Work</b>                              |   |            |           |              |
| 8.16   | Were you afforded sufficient time to consider samples of assessed work?   | Y          |           |              |
| <b>Examining Board Meeting</b>                       |   |            |           |              |
| 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          |           |              |
| <b>Joint Examining Board Meeting (if applicable)</b> |   |            |           |              |
| 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](mailto: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