



## 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:	Anita Atwal		
Home Institution / Employer of External Examiner:	Brunel University		
Programme and / or Subjects Covered by this Report:	Masters in Occupational Therapy Postgraduate Diploma in Occupational Therapy		
Academic Year / Period Covered by this Report:	2012/2013	Date of Report:	17/07/2013

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 programme is contemporary and offers students a real opportunity to engage with current and future practice within occupational therapy. The programme offers students many different options to explore different aspects of practice. Indeed this is a real strength of the programme. The skills required to work within current health and social care are demanding and the programme considers important areas of practice particularly in relation to creativity and evidence based practice.

### 2. Academic Standards

No identified concerns from External Examiner Reports.

### 3. The Assessment Process

In my comparison to my own institution and others the programme standards where I have been an external examiners the academic assessment standards are applicable and bench mark statements can be made. The feedback given to students is excellent and the marking proformas are useful. The assessments are varied and enable the students to be assessed in different ways.

### 4. Year-on-Year Comments

This is my first year.

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

I had d been prepared sufficiently well. However I have not been introduced formally to the teaching team.

## **6. Noteworthy Practice and Enhancement**

Noteworthy practice:

The academic members of staff should consider working with student to publish some of the academic pieces of work. Some of the work is of a very high standard and would be of interest to many occupational therapists. They could be used to 'advertise' the course and recruit more students.

## **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)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	x		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		x	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	x		
8.4	Were the nature, spread and level of the questions appropriate?	x		
8.5	Were suitable arrangements made to consider your comments?	x		
<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?	x		
8.7	Was the general standard and consistency of marking appropriate?	x		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	x		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	x		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	x		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	x		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	x		
8.13	Was the method and general standard of assessment appropriate?	x		
8.14	Is sufficient feedback provided to students on their assessed work?	x		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			x
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	x		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
8.17	Were you able to attend the Examining Board meeting?	<b>x</b>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>x</b>		
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?	x		
<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?		<b>x</b>	
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](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