



## 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:	Karen Chandler		
Home Institution / Employer of External Examiner:	London South Bank University (Formerly University of Greenwich)		
Programme and / or Subjects Covered by this Report:	BSc Children's Nursing AGP Children's Nursing		
Academic Year / Period Covered by this Report:	2012/13	Date of Report:	8 <sup>th</sup> July 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 are well structured to prepare students to practice within the field of Children's nursing. There are clear aims/outcomes with appropriate theoretical assessments to test the competencies for registration.

### 2. Academic Standards

The programme has clear academic standards which are achieved and comparable with other institutes. Many students demonstrate a high level of achievement.

### 3. The Assessment Process

Courses are appropriately designed and assessment strategies are rigorous, innovative. Marking and moderating is consistent and fair. Processes are in line with the academic regulations. Some assessments can appear rather challenging for the students; however the students cope well with the level of assessment.

### 4. Year-on-Year Comments

Assessment has continued to be consistent this academic year. Previously I raised the practice assessment documents should be bound to prevent fraudulent entries and improve rigour. This was immediately addressed.

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

This is my second year as an External Examiner at Cardiff University. It would be helpful if current course and programme guides were available on the university virtual library where work is accessed. This would improve to ensure rigour in the case of any course changes. This has been raised previously.

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

The course assessments are innovative, demonstrate the caring attributes of nursing and test knowledge of conditions and evidence based care.

## **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?		<b>N *</b> <i>(p.4)</i>	
8.2	Were you asked to comment on any changes to the assessment of the Programme?			
<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 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		
<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?			<b>NA</b>
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		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		
<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?	Y		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	Y		
8.22	Was the Composite Examining Board conducted according to its rules?	Y		

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

- \* **8.1 IT WOULD BE HELPFUL IF THE COURSE AND PROGRAMME HANDBOOKS WERE AVAILABLE ON THE LIBRARY IN CASE OF ANY COURSE CHANGE THE EXTERNAL EXAMINER COULD ENSURE THIS IS THE MOST CURRENT VERSION.**