



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 Helen Young		
Home Institution / Employer of External Examiner:	The University of Manchester		
Programme and / or Subjects Covered by this Report:	MRes in Biomedical Research PgCertificate in Biomedical Research		
Academic Year / Period Covered by this Report:	2014-2015	Date of Report:	21 st Sept 2015

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 MRes in Biomedical Research provides a blend of taught and research-based components. It appears to provide an excellent bridge for students to develop their investigational skills before embarking on a PhD.

2. Academic Standards

The MRes in Biomedical Research represents a challenging and academically demanding course. I have been, as always, really impressed with the quality and variety of learning opportunities offered to the students. The students are extremely well supported by their individual research groups and their learning facilitated and enhanced through the efforts of the MRes team.

3. The Assessment Process

The course represents a good balance of assessment methodology including written examination, short reports, oral presentations and dissertations.

Having had the opportunity to review the course papers / exam scripts / marking proformas / feedback sheets / project reports / dissertations and marks spread sheets I feel confident that the assessments were fairly conducted and marked.

I have observed good concordance between markers with constructive and formative written feedback being provided to all students.

4. Year-on-Year Comments

As in previous years I was really impressed with the programme.

The students are able to gain experience in a broad range of laboratory techniques and the quality of the work produced by the students is most impressive.

I think the research supervision, guidance and feedback given to the students is exemplary.

The mentorship and leadership by the MRes programme team is (consistently) outstanding.

It is a pleasure being involved in the course. Congratulations on another highly successful year.

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

N/A.

6. Noteworthy Practice and Enhancement

Highlights:

1. I think the variety of projects offered to the students is a particular highlight of this course. The students are able to gain experience in a broad range of laboratory techniques and the quality of the work produced by the students is most impressive.
2. I think the marking effort is particularly noteworthy and the guidance, support and formative feedback provided to the students is exemplary.
3. The support, mentorship and leadership provided by the MRes team is (consistently) outstanding.

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 (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?	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		
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		
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?		N	
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