



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Alan Mount		
Home Institution / Employer of External Examiner:	Canterbury Christ Church University		
Programme and / or Subjects Covered by this Report:	BSc (Hons) in Intra & Perioperative Practice DipHE in Operating Department Practice		
Academic Year / Period Covered by this Report:	2012 - 2013	Date of Report:	August 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 two programmes examined during the last academic year have once again continued to meet both the theory and practice requirements outlined in the universities programme aim and objectives. The programmes have in my professional opinion been delivered to a high standard by the programme team involved throughout the period that I have been the external examiner at Cardiff University. This can be evidenced and is supported through the work which I have examined again this year across both programmes of study. In general the standard of work that has been submitted by students remains to be of a good standard. However it should be noted that there are still some students who have been referred on a number of occasions for poorly presented work. This is primarily within the BSc (Hons) programme. Where this has been the case the students have been given support from both the module leaders and the programme team overall.

2. Academic Standards

As commented on last year and previous the programmes delivered by the University are comparable to those with other Universities offering Pre-registration in Operating Department Practice and Post – registration in intra & perioperative practice.

This can be evidenced to my own university where we offer similar awards. The DipHE programme meets both the QAA benchmarks statements for Operating Department Practice and the College of Operating Department Practice Curriculum Document (2006). I am therefore confident that both programmes meet national

standards and subject benchmark statements for the awards. Overall the programmes continue to be delivered at a level which meets both the theory and practice requirements for a BSc (Hons) in Intra & Perioperative practice and DipHE in Operating Department Practice award.

3. The Assessment Process

I am confident that the two programmes examined over the last year have appropriately designed assessments to meet both the theory and clinical placement required for students to achieve the prescribed learning outcomes. This is particularly evident from the academic work examined where students have gained good to high grades across the levels of study. I have examined / reviewed once again this year written assignments and dissertations across both programmes of study. I have also reviewed practice portfolios for the purpose of ensuring that students are able to link theory learnt to clinical practice undertaken. The assessment criteria and the marking schemes adopted clearly measure the required standards for both programmes.

Marks awarded across the written work examined have been within the average range of 15% - 85% and there has been a noticeable increase in the marks gained by a number of students this year compared to last year. Overall there has been evidence of a consistency in the marking and feedback given to students by markers this is evident from the work that I have examined/reviewed.

4. Year-on-Year Comments

As with previous years and again this year I have continued to have good and effective communications with the programme team. The programme team have kept me up to date with on-going developments and any proposed changes within the programmes that I have examined. Where there have been issues or concerns to discuss outside of the examination board process, the team have contacted me via email or telephone. It should be noted however when I refer to issues or concerns this has been in relation to work load on marking and agreeing marks between the team and staff sickness etc. However this has not in anyway prevented me carrying out my role as external examiner, I have always been kept informed of any delays in the receiving of work for examination.

An example of the good effective communication that I have had with the team is the programme lead contacted me to discuss an issue with a discrepancy / difference in the marks awarded by the first and second marker. I was able to advise the appropriate action to be taken, which was to ask for the work to be reviewed by a third party.

A point that I raised in last year's report was the issue that on occasions I had received work to review with less than a week before the board which sometimes presented an issue to get feedback to the team in time. This issue / practice was reviewed by the team during this academic year. I understand that this is due to a review of the administration and examination board structures within the University. Following this review all work was sent to me via email which reduced the time for work to get to me which was previously sent in the post. I was therefore able to send feedback on the work prior to attending the exam boards.

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

N/A

6. Noteworthy Practice and Enhancement

As I commented on previously the programme continues to be delivered to a high standard by the team involved. The programme team are always striving to improve the student experience and engaging practice staff in the education and learning process of the programme overall. As previously stated marking remains consistent and feedback is always clearly outlining the areas where students need to improve for future submissions.

Once again this year I would like to commend the Exam Board Chair, Programme Team and Administration staff for exercising adherence to University procedures

7. Appointment Overview (for retiring External Examiners only)

Over the last six years that I have been the external examiner for the Operating Department Practice (ODP) programmes. I have found that both of the programmes have developed to a high standard not only from a theory base in terms of the content delivered, but also with regards to the student experience. This is in addition to the developments that the programme(s) team have made to the clinical practice requirement within the programmes.

Overall I would wish to commend all of the staff involved with the programmes for which I have been responsible during my period as external examiner. This extends not only to the programme teams (academics), but also to all of the administration staff involved with the programmes. It has been a great pleasure to work with such a dedicated team over the last six year that I have been an external examiner at Cardiff University.

Finally I would wish the programme teams every success with their programmes in the future, and hope that the high quality of programme delivery will continue which I am sure it will. I would also wish the programme team ever success with the development and delivery of a BSc (Hons) Degree in Operating Department Practice in the near future. In addition I would be happy to provide professional advice / support to the programme team with regards to the development of a degree pathway if they so wished.

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?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	√		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	√		
8.4	Were the nature, spread and level of the questions appropriate?	√		
8.5	Were suitable arrangements made to consider your comments?	√		
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?	√		
8.7	Was the general standard and consistency of marking appropriate?	√		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
8.9	Were you satisfied with the standard and consistency of marking 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?	√		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
8.13	Was the method and general standard of assessment appropriate?	√		
8.14	Is sufficient feedback provided to students on their assessed work?	√		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			√
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	√		
Examining Board Meeting				

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

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