

ANNUAL MODULE EXTERNAL EXAMINER'S REPORT 2019/20

Each module external examiner is required to make ONE annual written report to the Vice-Chancellor of the University.

You are asked to complete this report once your duties as module external examiner are complete for the academic year and return it to the Academic Office. A separate form should be completed for each appointment held.

NOTE THAT WE CANNOT ACCEPT HANDWRITTEN REPORTS.

Please note that module external examiners' reports are circulated, upon receipt, to the Programme Manager, Academic Director, Dean of Institute, and Associate Pro Vice-Chancellor (Academic Experience) or nominee for appropriate action to be taken. A copy of the final report of an external examiner will also be passed to his or her successor.

Upon receipt of your report, the payment of fees will be calculated based on the total number of modules you are responsible for this academic year, as stipulated in the GA15 Module External Examiner Agreement Form you signed at the start of the academic year.

(PLEASE ENSURE THAT YOU DO NOT REFER TO STUDENTS OR STAFF BY NAME OR NUMBER ANYWHERE IN THIS REPORT)

Report

1. EXAMINER DETAILS

Please ensure you complete **all** sections.

Name of Module External Examiner:	David Holifield				
Programme(s) to which the examined modules contribute:	MA in Professional Practice, PG Diploma in Professional Practice, PGCert in Professional Practice, All PG Professional Practice bracketed context provision, PGCert / MA in Professional Practice (Voice Pedagogy), PGDip in Professional Practice (Social Housing), PGCert in Professional Practice (Clinical Leadership), PGCert in Professional Practice (Leadership in Public Service), MProf, DProf (Part I only)				
Are you responsible for programme(s) with one or more of our partners?			No	x	If "Yes", please ensure you provide separate comments on each delivery location within the report where there are perceptible differences.
Institute/Academic Discipline/Centre:	wibl				
Partners:					
Level: (please tick)	Undergraduate		x	Postgraduate	
				x	
Includes Level 7 dissertations/projects worth 60 credits or more:	Yes	x	No	If "Yes", please complete the Report on Level 7 Dissertations/Projects	

Year of appointment:								
Year of tenure: <i>(please tick)</i>	1st		2nd		3rd		Final	
Have you completed all duties for the current academic year?:	Yes	x	No		If "No", please submit your report only when you have completed your duties for the academic year.			
Please list the date(s) and purpose of any visit(s) during 2019/20 (e.g. attendance at Examining Boards)	Purpose of visit Procedural exam boards				Date (DD/MM/YY) various			

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Comments within this report regarding teaching quality information may be made publicly available through the University website or other selected means.

2. GENERAL ISSUES

Undergraduate and postgraduate modules (excluding Level 7 dissertation/project modules worth 60 credits or more)

Please respond to the following questions by ticking the appropriate box. You may wish to expand on your answers in the box provided. You can provide more details in the relevant parts of Section 3.

2.1 Programme materials

- | | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Did you have access to all relevant programme handbooks and regulations at an appropriate time? | ☒ | ☐ | ☐ |

Comments: All new handbooks and regulations are sent to myself at the appropriate time. This includes new modules added to the programmes

(this box will expand as you type)

2.2 Approval of assessment for modules for which you are responsible

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Were you asked to approve all the assessments for modules which you are responsible? | ☒ | ☐ | ☐ |
| b. Were the nature and level of the assessments appropriate? | ☒ | ☐ | ☐ |
| c. Were the methods of assessment well-balanced and fair? | ☒ | ☐ | ☐ |
| d. Did the assessments reflect the intended learning outcomes? | ☒ | ☐ | ☐ |
| e. Did you receive appropriate responses to any comments you may have made on assessments? | ☒ | ☐ | ☐ |

Comments: all assessments for modules, were sent to me with a good lead time, and were appropriate and at the correct standard for the level of assessment

(this box will expand as you type)

2.3 Sample of examinations

- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| a. Were suitable arrangements made for you to have access to a sufficient number of examination scripts? | ☐ | ☐ | ☒ |
| b. Was the general standard and consistency of marking appropriate? | ☐ | ☐ | ☒ |
| c. Was there clear evidence of an internal verification/moderation process? | ☐ | ☐ | ☒ |
| d. Was the work marked in such a way as to enable you to see the reasons for the award of given marks? | ☐ | ☐ | ☒ |

Comments:

(this box will expand as you type)

2.4 Sample of coursework/continuously assessed work

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Were suitable arrangements made for you to have access to a sufficient amount of coursework? | ☒ | ☐ | ☐ |
| b. Was the general standard and consistency of marking appropriate? | ☒ | ☐ | ☐ |
| c. Was there clear evidence of an internal verification/moderation process? | ☒ | ☐ | ☐ |
| d. Was the work marked in such a way as to enable you to see the reasons for the award of given marks? | ☒ | ☐ | ☐ |

Comments: Suitable arrangements, electronically, were made for me to have access to course work. There were sufficient examples, in fact all coursework. In all cases the consistency and standard of marking was appropriate with evidence of internal

verification and moderation. In all cases I was able to see why the allocated marks were awarded

(this box will expand as you type)

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|-------------------------------------|
| 2.5 Sample of performances/recitals/appropriate professional placements | | | |
| a. Were suitable arrangements made for you to have access to a suitable sample of performances / recitals / appropriate professional placements? | ☐ | ☐ | ☒ |
| b. Was the general standard and consistency of marking appropriate? | ☐ | ☐ | ☒ |
| c. Was there clear evidence of an internal verification/moderation process? | ☐ | ☐ | ☒ |
| d. Was the work marked in such a way as to enable you to see the reasons for the award of given marks? | ☐ | ☐ | ☒ |

Comments: The nature of the course is that the course is work based, and the students undertake their studying at the their workplace with excellent support form university staff

(this box will expand as you type)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2.6 Undergraduate dissertations/project reports | | | |
| a. Was the choice of subjects for dissertations appropriate? | ☒ | ☐ | ☐ |
| b. Was the general standard and consistency of marking appropriate? | ☒ | ☐ | ☐ |
| c. Was there clear evidence of an internal verification/moderation process? | ☒ | ☐ | ☐ |
| d. Was the work marked in such a way as to enable you to see the reasons for the award of given marks? | ☒ | ☐ | ☐ |

Comments: All project reports were relevant to the students' place of work and chosen in conjunction with their workplace and university staff delivering the course. The standard and consistency of the marking was appropriate and very good. There was evidence of the internal marking process which was consistence. The work was marked so I could identify the reasons the marks were allocated, this also included the second marker.

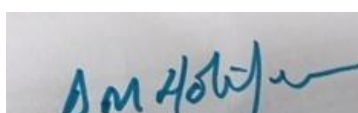
(this box will expand as you type)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| 2.7 Examining Boards (if you attended one) | | | |
| a. Were you able to attend the appropriate External Examining Boards? | ☒ | ☐ | ☐ |
| b. Was (Were) the Examining Board(s) conducted properly and in accordance with the University's regulations? | ☒ | ☐ | ☐ |
| c. Were you satisfied with the recommendations and decisions of the Examining Board(s)? | ☒ | ☐ | ☐ |

Comments:

I attended the appropriate external examining boards which were run in accordance with the University's regulation. The boards were run appropriately with all students being treated the same and I was satisfied with the recommendations and outcome of the Examining Boards

(this box will expand as you type)

Signature	
Date	15/6/20

3. GENERAL REPORT

Undergraduate and postgraduate modules (excluding Level 7 dissertation/project modules worth 60 credits or more).

In compiling this report you are asked to include specific comments on the following points:

(PLEASE **DO NOT** REFER TO STUDENTS OR STAFF BY NAME OR NUMBER)

3.1	Matters concerning assessment – <i>in particular</i>:
• The structure, organisation, design, links to learning outcomes and marking • The consistency and rigour of marking • The appropriateness of the assessment strategies	
Comments on undergraduate modules: The structure, organisation and design of the modules are linked appropriately to the learning outcomes and marking of all modules. The consistency of marking, including the second marker, was consistent and rigorous with appropriate comments to the marks allocated The assessment strategies were appropriate, and excellent, to the nature of the course (this box will expand as you type)	
Comment on postgraduate modules: The postgraduate modules were as for undergraduate module: The structure, organisation and design of the modules linked appropriately to the learning outcomes and marking of all modules. The consistency of marking, including the second marker, was consistent and rigorous with appropriate comments to the marks allocated The assessment strategies were appropriate, and excellent, to the nature of the course (this box will expand as you type)	
3.2	The standards of knowledge, understanding and skills demonstrated by students:
• In relation to the award to which modules under consideration contribute • In relation to those in previous years • In relation to national frameworks and/or professional body standards • The strengths and weaknesses of the cohort	
Comments on undergraduate modules: The standards of knowledge, understanding and skills demonstrated by students were appropriate for the award to which the modules were contributing to. The standards of knowledge, understanding and skills demonstrated encompass all aspects of the national framework, The strengths and weaknesses of the cohorts for this year are comparable to that of the cohorts of last year (this box will expand as you type)	

Comments on postgraduate modules:

The standards of knowledge, understanding and skills demonstrated by students were appropriate for the award to which the modules were contributing to. The standards of knowledge, understanding and skills demonstrated encompass all aspects of the national framework,

The strengths and weaknesses of the cohorts for this year are comparable to that of the cohorts of last year

(this box will expand as you type)

3.3	The comparability of standards with those at other similar institutions with which you are familiar.
Comments on undergraduate modules: The standards of knowledge, understanding and skills demonstrated by students were appropriate for the award to which the modules were contributing to. The standards are more than comparable to students performances at other HEIs offering similar programmes (this box will expand as you type)	
Comments on postgraduate modules: The standards of knowledge, understanding and skills demonstrated by students were appropriate for the award to which the modules were contributing to. The standards are more than comparable to students performances at other HEIs offering similar programmes (this box will expand as you type)	
3.4	The conduct and operation of the Examining Board (if you attended one). Please comment in particular on the consistent and fair application of policies and procedures ensuring the integrity and rigour of academic practices.
Comments: The operation of the examining board was smooth and followed the regulations of the university. The staff presented, with the consistency and application of the policies, the outcomes for all students with appropriate grades and outcomes well and should be commended The outcomes of the students were presented with fairly with rigour and consistency. The conduct of the board, for all student outcomes, was consistent and fair in respect to policies and procedures and with utmost integrity and rigour of academic practices (this box will expand as you type)	
3.5	Any general observations (including examples of good practice) which you deem appropriate based on the experience of examining. Constructive suggestions and recommendations for future action are particularly welcomed.
Comments on undergraduate modules: The student support by all the staff was excellent. The standards of the submitted work was appropriate with some outstanding submitted work The flexibility and availability of all staff, especially at this time with the pandemic, was excellent Excellent feedback by staff to students (this box will expand as you type)	

Comments on postgraduate modules:

The student support by all the staff was excellent.

The standards of the submitted work was appropriate with some outstanding submitted work

The flexibility and availability of all staff, especially at this time with the pandemic, was excellent

Excellent feedback by staff to students

(this box will expand as you type)

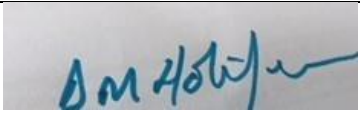
3.6 New / Continuing / Ending appointment.

- For new appointments; please comment on the opportunities to view reports from previous external examiners and whether recommendations have been acted upon;
- For continuing appointments; please comment on whether the points raised by you or other relevant external examiners in the previous year have been responded to satisfactorily;
- For appointments which are ending; please provide any general observations which you deem appropriate based on your experience of examining the programme.

Comments:

All points raised by me were responded to appropriately and satisfactorily

(this box will expand as you type)

Signature	
Date	15/6/2020

The remainder of the report contains sections for the following, please complete any relevant further sections and then submit your report.

- Report On Level 7 Dissertations/Projects Worth 60 Credits Or More
- Supplementary Report for Partner Institutions, Multiple Locations or Modes of Study
- Supplementary Report on professionally accredited or recognised awards
- Supplementary Report on Teaching Practice

Please return the completed Module External Examiner's Report Form to:

Academic Office
 (Ref: Module External Examiner's Report)
 University of Wales Trinity Saint David
 College Road
 Carmarthen
 SA31 3EP

Email: quality@uwtsd.ac.uk
 (Subject: Module External Examiner's Report)

REPORT ON LEVEL 7 DISSERTATIONS/PROJECTS WORTH 60 CREDITS OR MORE

Where the appointment includes responsibility for Level 7 dissertation/project modules worth 60 credits or more, module external examiners are required to complete the report below.

	Yes	No	N/A
a. Was the choice of subjects for dissertations appropriate?	☒	☐	☐
b. Was the general standard and consistency of marking appropriate?	☒	☐	☐
c. Were all dissertations/projects marked by two internal examiners?	☒	☐	☐
d. Was the work marked in such a way as to enable you to see the reasons for the award of given marks?	☒	☐	☐

Comments:

The choice of subjects were related to the student's place of work and the marking was of a good standard and appropriate.
The projects were marked by two internal examiners and the comments enabled me to reasons for the award of marks

(this box will expand as you type)

Please provide specific comments on the following points:

D1	Matters concerning assessment - <i>in particular</i>:
• The structure, organisation, design, links to learning outcomes and marking • The consistency and rigour of marking • The appropriateness of the assessment strategies	
Comments: There are no concerning matters. All assessments were structured, organised, designed and linked to the required learning outcomes, The marking was rigorous and consistent (this box will expand as you type)	
D2	The standards of knowledge, understanding and skills demonstrated by students:
• In relation to the award to which the dissertation/project module contribute • In relation to those in previous years • In relation to national frameworks and/or professional body standards • The strengths and weaknesses of the cohort	

Comments:

(this box will expand as you type)

D3 The comparability of standards with those at other similar institutions with which you are familiar.

Comments:

(this box will expand as you type)

Signature	
Date	15/6/20

Supplementary Reports

Supplementary Report for Partner Institutions, Multiple Locations or Modes of Study

For programmes of study which are delivered at more than one location or through more than one mode of study, module external examiners are required to complete the supplementary report below, highlighting any location/mode specific matters.

S1	Please summarise your findings in respect of provision offered at a partner institution, other location or different mode of study.
	- Note where any issues or examples of good practice identified in the General Report above are linked to a particular partner institution, a particular location of delivery or mode of delivery; - Note where there are perceptible differences between partner institutions, locations of delivery or modes of delivery.
	Comments on undergraduate modules:
	(this box will expand as you type)
	Comments on postgraduate modules:
	(this box will expand as you type)

Signature	
Date	

Supplementary Report on professionally accredited or recognised awards

For programmes of study which are professionally accredited or recognised, and where the module external examiner is required to specifically comment on delivery and/or achievement, the following section should be completed.

S1	Matters concerning professional accreditation or recognition:
Comments: (this box will expand as you type)	

Signature	
Date	

Supplementary Report on Teaching Practice

For programmes of study with one or more teaching practice modules, module external examiners are required to complete the supplementary report below, highlighting any matters concerning teaching practice modules.

S1	Matters concerning teaching practice modules:
Comments:	
(this box will expand as you type)	

Signature	
Date	

THIS FORM IS ALSO AVAILABLE IN WELSH