

The University of Leeds

EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2014– 2015

Part A: General Information**Subject area and awards being examined**

Faculty / School of:	School of Medicine
Subject(s):	Clinical Embryology (part-time, distance learning)
Programme(s) / Module(s):	MSc
Awards (e.g. BA/BSc/MSc etc):	MSc

Name and home Institution / affiliation of Examiner**Completed report**

The completed report should be attached to an e-mail and sent as soon as possible, and no later than six weeks after the relevant meeting of the Board of Examiners, to exexadmin@leeds.ac.uk.

Alternatively you can post your report to: **Head of Quality Assurance**
Room 12:81, EC Stoner Building
The University of Leeds, Leeds LS2 9JT

Part B: Comments for the Institution on the Examination Process and Standards**Matters for Urgent Attention**

If there are any areas which you think require urgent attention before the programme is offered again please note them in this box

No

Only applicable in first year of appointment

Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?

Yes

For Examiners completing their term of appointment

Please comment on your experience of the programme(s) over the period of your appointment, remarking in particular on changes from year to year and the progressive development and enhancement of the learning and teaching provision, on standards achieved, on marking and assessment and the procedures of the School

N/A

Standards

1. Please indicate the extent to which the programme Aims and Intended Learning Outcomes (ILOs) were commensurate with the level of the award

- *The appropriateness of the Intended Learning Outcomes for the programme(s)/modules and of the structure and content of the programme(s);*
- *The extent to which standards are appropriate for the award or award element under consideration.*

Very appropriate

2. Did the Aims and ILOs meet the expectations of the national subject benchmark (where relevant)?

- *The comparability of the programme(s) with similar programme(s) at other institutions and against national benchmarks and the Framework for Higher Education Qualifications.*

Yes

3. Please comment on the assessment methods and the appropriateness of these to the ILOs

- *The design and structure of the assessment methods, and the arrangements for the marking of modules and the classification of awards;*
- *The quality of teaching, learning and assessment methods that may be indicated by student performance.*

The design and structure of the assessment methods was well thought out and the assessment process robust.

4. Were students given adequate opportunity to demonstrate their achievement of the Aims and ILOs?

- *The academic standards demonstrated by the students and, where possible, their performance in relation to students on comparable courses;*
- *The strengths and weaknesses of the students as a cohort.*

The course gave students ample opportunity to demonstrate their achievement.

5. For Examiners responsible for programmes that include clinical practice components, please comment on the learning and assessment of practice components of the curriculum

N/A

6. Please comment on the nature and effectiveness of enhancements to the programme(s) and modules since the previous year

It would be particularly helpful if you could also identify areas of good practice which are worthy of wider dissemination.

Very good enhancements in online learning

7. Please comment on the influence of research on the curriculum and learning and teaching

This may include examples of curriculum design informed by current research in the subject; practice informed by research; students undertaking research.

Research in reproductive biology strongly influences the curriculum design.

8. Where the programme forms part of an Integrated PhD, please comment on the appropriateness of the programme as training for a PhD

N/A

For Examiners involved in mentoring arrangements

9. If you have acted as a mentor to a new External Examiner or have received mentor support please comment here on the arrangements

N/A

The Examination/Assessment Process

10. The University and its Schools provide guidance for External Examiners as to their roles, powers and responsibilities. Please indicate whether this material was sufficient for you to act effectively as an External Examiner.

Whether External Examiners have sufficient access to the material needed to make the required judgements and whether they are encouraged to request additional information.

Yes

11. Did you receive appropriate documentation relating to the programmes and/or parts of programmes for which you have responsibility, e.g. programme specifications or module handbooks, marking criteria?

The coherence of the policies and procedures relating to External Examiners and whether they match the explicit roles they are asked to perform.

Yes

12. Were you provided with all draft examination papers/assessments? Was the nature and level of the questions appropriate? If not, were suitable arrangements made to consider your comments?

Yes

13. Was sufficient assessed / examined work made available to enable you to have confidence in your evaluation of the standard of student work? Were the scripts clearly marked/annotated?

Yes

14. Was the choice of subjects for dissertations appropriate? Was the method and standard of assessment appropriate?

Yes

15. Were the administrative arrangements satisfactory for the whole process, including the operation of the Board of Examiners? Were you able to attend the meeting? Were you satisfied with the recommendations of the Board?

Yes

16. Were appropriate procedures in place to give due consideration to mitigating circumstances and medical evidence?

Yes

Other comments

Please use this box if you wish to make any further comments not covered elsewhere on the form

This is my first year as External Examiner. Generally I am pleased with the course structure and the procedures in place for assessing the student performance.

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UNIVERSITY OF LEEDS

14 March 2016

Dear

External Examiner's report for Clinical Embryology 2014-15

As the School of Medicine's Director of Postgraduate Studies, I receive all the External Examiners' reports for the twenty programmes offered in 2014-15. First, let me thank you for assembling the 2013-14 report for the distance learning programme in Clinical Embryology. This is your first report. I noted that you had received copies of the reports of the former External Examiner for this subject. I apologise for the delay in my response.

Good practice

I note that your report states that there are no matters requiring urgent attention. You note the alignment of the assessment methods to the intended learning outcomes and state, "The design and structure of the assessment methods was well thought out and the assessment process robust". You note the strong influence of research on the curriculum

Programme Leader

I enclose a detailed response assembled by the Programme Leader,

Your contributions to the Clinical Embryology programme are much valued. Thank you for such a positive report.

Yours sincerely

Enc: 1 March 2016

Director of Postgraduate Studies



Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM)

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UNIVERSITY OF LEEDS

1st March, 2016

FAO:

**Re: Postgraduate Programmes in Clinical Embryology (Part-time, Distance Learning).
Programme Leader's Response to External Examiner's Report 2014– 2015.**

Dear _____,

Please find below our responses to our latest external examiner's report (2014-2015).

Overview

The Programme Leader (PL) is very pleased to receive and read the report from _____ for the academic year 2014-2015. This is _____ first report as external examiner and we would like to thank him for firstly taking on this role and also for the very positive and helpful comments on the Programme. We would also like to thank _____ for attending the committee of examiners meeting and for his useful comments conveyed at that meeting.

Response to specific comments in the report.

Part B: Comments for the Institution on the Examination Process and Standards.

We note that there are no matters for urgent attention.

STANDARDS

Part B, Item 1. Please indicate the extent to which the programme Aims and Intended Learning Outcomes (ILOs) were commensurate with the level of the award.

We are reassured that _____ has described these as very appropriate.

Part B, Item 3. Please comment on the assessment methods and the appropriateness of these to the ILOs

We are encouraged that _____ has commented that the assessment methods are well-designed and structured and also that the assessment process is robust. These points are important in maintaining the view to those in the field of Clinical Embryology that this programme is of high academic standard.

Part B, Item 4. Were students given adequate opportunity to demonstrate their achievement of the Aims and ILOs?

It was seen that students do have the opportunity to demonstrate their achievement on this programme. The research project and the associated presentation are likely to represent the pinnacle of demonstrating their achievement and for conveying the progress that is built throughout the course.

Part B, Item 6. (The nature and effectiveness of enhancements to the programme(s) and Modules since the previous year)

Under point 6 we are especially encouraged to see that the online learning resources have been identified as an example of good practice that could be shared more widely. This view is consistent with that of the former external examiner, _____. A number of module updates were undertaken in 2015 and more are scheduled for 2016 (this includes the revision of online learning resources). For 2016, this includes a major revision and update of Module 2. The lecture capture system is now used routinely and allows workshop lectures to be made available at a later date and for supplementing the other blended learning material that we provide. This is particularly useful for distance learning students and is a useful tool for revision. We have now introduced electronic multiple choice questions for student self-assessment.

Part B, Item 7. Please comment on the influence of research on the curriculum and learning and teaching

Under point 7, we are pleased that our research in reproductive biology is seen to be influencing the curriculum and this is an important indication that the programme is effectively delivering research-led teaching. We understand the importance and value of having research-active teaching staff as our experience is that the research acumen feeds into and improves the programme.

The Examination/Assessment Process

Part B, Items 10-16

We are pleased that _____ has agreed with all points regarding examination and assessment.

Other Comments (and Summary)

The external examiner is generally pleased with the course structure and the procedures in place for assessing the student performance. We would like to express our sincere thanks to _____ for the time taken to compile this report and for the positive comments therein.

Yours sincerely,

Programme Leader, Postgraduate Programmes in Clinical Embryology
Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM)