

**The University of Leeds**  
**EXTERNAL EXAMINER'S REPORT**  
 ACADEMIC YEAR: 2015– 2016

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

|                               |   |
|-------------------------------|---|
| Faculty / School of:          | School of Healthcare                    |
| Subject(s):                   | <i>Nursing</i>                          |
| Programme(s) / Module(s):     | Graduate Certificate in Palliative care |
| Awards (e.g. BA/BSc/MSc etc): |   |

**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](mailto: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?*

**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*

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.*
  
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.*
  
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.*
  
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.*
  
5. **For Examiners responsible for programmes that include clinical practice components, please comment on the learning and assessment of practice components of the curriculum**
  
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.*
  
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.*
  
8. **Where the programme forms part of an Integrated PhD, please comment on the appropriateness of the programme as training for a PhD**

#### 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**

#### 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.*

- 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?**
- N/A
- 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 very transparent via VLE
- 14. Was the choice of subjects for dissertations appropriate? Was the method and standard of assessment appropriate?**
- N/A
- 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 the administrative and quality arrangements have been satisfactory and I was able to attend as required
- 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 has been an enjoyable experience to view the work of your students. I have been impressed by the standard of work of the students and the feedback that is given by the academic staff. I have been made very welcome when I have attended, OSCE and exam boards and I am sent all the relevant information that I require.  
 I have found everyone from the hospice and school academic and support staff extremely helpful.

School of Healthcare

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**UNIVERSITY OF LEEDS**

Direct line: 0113

E-mail:  
headofschool@healthcare.leeds.ac.uk

28 October 2016

Dear

**Re: External Examiner's Report 2015-2016 – Postgraduate Certificate in Palliative Care and Graduate Certificate in Palliative Care**

I should like, on behalf of the programme team, to thank you for your complimentary external examiner's report, which is most gratifying to receive.

It is very pleasing to note your positive comments regarding our assessment processes, which have been fed-back to the team. The team greatly appreciates your continued support of the programme and your attendance at the student presentations, which has been invaluable. It is once again reassuring to note that you have no concerns regarding these programmes.

The School in discussion with St Gemma's Hospice has decided not to deliver the Postgraduate Certificate in Palliative Care in the 2016/2017 session. However, there is still a small number of students who have to complete the programme and we will be delivering HECS 3088 – Patient Focused Palliative Care as an optional module in the nursing programme. The team will contact you to confirm arrangements for receipt of work and your attendance at the appropriate examination board.

The team looks forward to working with you in the forthcoming academic year and to the continuation of a productive relationship.

With kind regards,

Yours sincerely