

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:	Healthcare
Subject(s):	
Programme(s) / Module(s):	MSc Advanced Practice; Postgraduate Certificate in Clinical Assessment; BSc (Hons) Healthcare Practice; Graduate Certificate in Healthcare Practice Modules: Advanced Practice Inquiry (HECS 5298), Interpreting Biochemistry and Haematology for Healthcare Practice (HECS 5167M, Clinical Examination (HECS 5235M), Management of Patients Clinical Conditions (HECS 5236M), ECG Interpretation (HECS 5301M), ECG Interpretation in Practice (HECS 5257), Assessment & Management of patients Clinical Condition (HECS 5236M), Research Dissertation (HECS 3254), Dissertation (HECS 5152M)
Awards (e.g. BA/BSc/MSc etc):	MSc, BSc (Hons), PGCert, Grad Cert

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

None

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

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.*

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?

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. This was mostly available via the VLE and this was very straightforward to access.

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

Assessment was appropriate.

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?

The administrators are all very helpful. However, at the beginning it was difficult to keep track of what needed reviewed and signed as the marker sheets and MABS all came through electronically, and by different administrators. As a fellow academic I get a lot of emails. One solution would be sending me a list of the administrators so I know who I deal with for different modules. In my previous external examiner post, I sent everything back to the same person.

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

School of Healthcare

Baines Wing
University of Leeds
Leeds LS2 9JT



UNIVERSITY OF LEEDS

Direct line: 0113

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

13 February 2017

Dear

Re: External Examiner's Report – MSc Advanced Practice and Post Graduate Certificate in Clinical Assessment - 2015/2016

I should like, on behalf of the programme teams, to thank you for your external examiner's report for the 2015-2016 session.

I am pleased that you have enjoyed a successful first year in role as the external examiner for the MSc Advanced Practice and Post Graduate Certificate in Clinical Assessment programmes. Your support of a range of modules and your positive comments are greatly appreciated by the programme teams. It is very pleasing to note that you consider the programmes exceed the National benchmark; that the assessments employed are highly relevant to clinical practice and the development of professional roles; and that research and its application into clinical practice are evidenced throughout the programmes.

I am sorry to learn that you have found the administrative arrangements somewhat challenging this year and can only apologise. There have been a number of unexpected and unprecedented changes within the administrative team over the last year which have resulted in work having to be reallocated to staff on a temporary basis. This situation is almost resolved, and all future contact should be with an identified administrator.

Thank you for agreeing to extend your term of office for a further 3 years; the programme teams look forward to continuing the excellent relationship that has been established.

With kind regards,

Yours sincerely,