

The University of Leeds
EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2016-17

Part A: General Information

Subject area and awards being examined

Faculty / School of:	School of Healthcare
Subject(s):	
Programme(s) / Module(s):	Programme - Advanced Practice including modules; 5298M- Advanced Practitioner Inquiry 5301M ECG Interpretation 5152 – Dissertation 5169 – Issues and Concepts in advance practice 5235M Clinical examination 5236M – Management of Patients Clinical Condition BSc modules including; DONE3030 – Challenges of Nursing the Critically ill Other modules as required
Awards (e.g. BA/BSc/MSc etc):	BSc, PGCert, MSc

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

Points of innovation and/or good practice

*Please highlight areas of innovation or good practice within the programmes or processes you have been involved with in this box.
This is a well organised programme that is popular among students.*

Enhancements made from the previous year

*Please highlight any enhancements made to the programme(s) or processes over the past year in this box.
I now primarily deal with one administrator which has improved the communication especially as everything comes through email.*

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

For Examiners in the first year of appointment

1.	Were you provided with an External Examiners Handbook?	Y / N
2.	Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?	Y / N
3.	Were you provided with a External Examiner Mentor?	Y / N

For Examiners completing their term of appointment

4.	Have you observed improvements in the programme(s) over the period of your appointment?	Y / N
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5.	Has the school responded to comments and recommendations you have made?	Y / N
6.	Where recommendations have not been implemented, did the school provide clear reasons for this?	Y / N
7.	Have you acted as a External Examiner Mentor?	Y / N

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

8.	Is the overall programme structure coherent and appropriate for the level of study?	Y
9.	Does the programme structure allow the programme aims and intended learning outcomes to be met?	Y
10.	Are the programme aims and intended learning outcomes commensurate with the level of award?	Y
11.	Did the Aims and ILOs meet the expectations of the national subject benchmark (where relevant)?	Y
12.	Is the programme(s) comparable with similar programmes at other institutions?	Y

Please use this box to explain your overall impression of the programme structure, design, aims and intended learning outcomes.

Well-structured programme with high relevance to healthcare professionals

13.	Is the influence of research on the curriculum and learning and teaching clear?	Y
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Please explain how this is/could be achieved (examples might include: curriculum design informed by current research in the subject; practice informed by research; students undertaking research)

Research is interwoven throughout. Clinical decision-making must be evidenced and this provides an excellent link between healthcare practitioners practice experience and research evidence.

14.	Does the programme form part of an Integrated PhD?	N
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Please comment on the appropriateness of the programme as training for a PhD:

15.	Does the programme include clinical practice components?	Y
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Please comment on the learning and assessment of practice components of the curriculum here:

The clinical exam is rigorous and appropriate for the level of award and marking grids are clear. It must require a significant amount of organisation as student numbers appear to be rising. However, the consistently and standard has remained very high.

16.	Is the programme accredited by a Professional or Statutory Regulatory Body (PSRB)?	Y
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Please comment on the value of, and the programme's ability to meet, PSRB requirements here:

It certainly meets the advanced practice outcomes and would be relevant for the RCN credentialing programme. However I am not sure if it has been accredited formally.

Assessment and Feedback

17.	Does the programme design clearly align intended learning outcomes with assessment?	Y
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Please comment on the assessment methods and the appropriateness of these to the ILOs, in particular: 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 students work is of a good standard. Any fails are interrogated closely by the programme lead and there is no indication this has specifically changed this year. The range of marks associated with the different assessments are to be expected and benchmark across the sector.

18.	Is the design and structure of the assessment methods appropriate to the level of award?	Y
19.	Were students given adequate opportunity to demonstrate their achievement of the programme aims and intended learning outcomes?	Y

*Please comment on 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 benefits of this programme; different assignment types that span clinical exams and academic writing allows students to demonstrate their own strengths in different areas.*

Please use this box to provide any additional comments you would like to make in relation to assessment and feedback:

The Progression and Awards Process

20.	Were you provided with guidance relating to the External Examiners role, powers and responsibilities in the examination process?	Y
21.	Was the progression and award guidance provided sufficient for you to act effectively as an External Examiner?	Y
22.	Did you receive appropriate programme documentation for your area(s) of responsibility?	Y
23.	Did you receive appropriate module documentation for your area(s) of responsibility?	Y
24.	Did you receive full details of marking criteria applicable to your area(s) of responsibility?	Y
25.	Were you provided with all draft examination papers/assessments?	Y
26.	Was the nature and level of the assessment questions appropriate?	Y
27.	Were suitable arrangements made to consider your comments on assessment questions?	Y
28.	Was sufficient assessed work made available to enable you to have confidence in your evaluation of the standard of student work?	Y
29.	Were the examination scripts clearly marked/annotated?	Y
30.	Was the choice of subjects for final year projects and/or dissertations appropriate?	Y
31.	Was the method and standard of assessment appropriate for the final year projects and/or dissertations?	Y
32.	Were the administrative arrangements satisfactory for the whole process, including the operation of the Progression and Awards Board?	Y
33.	Were you able to attend the Progression and Awards Board meeting?	Y
34.	Were you satisfied with the recommendations of the Progression and Awards Board?	Y
35.	Were you satisfied with the way decisions from the School Special Circumstances meeting were communicated to the Progression and Awards Board?	Y

Please use this box to provide any additional comments you would like to make on the questions above

Other comments

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

I wonder whether the Minerva site could also have a folder to put all the email documentation sent from the administrators/MBS/exam sheets. As an academic email is becoming very busy and thought this could be easier and put everything in one place..

Name of School and Head of School (or nominee)

Title and Name of Responder:	
Position*:	Director of Student Education
Faculty / School of:	School of Healthcare
Address for communication:	Baines Wing The University of Leeds LEEDS LS2 9JT
Email:	
Telephone:	

**If the individual responding to the report is not the Head of School please state their position within the School.*

Completing the School response

The completed School response (including the full original report) should be attached to an e-mail and sent to the Pro-Dean for Student Education in the relevant Faculty. Following approval by the Pro-Dean for Student Education, the School must send the response (including the full original report) directly to the External Examiner. A copy must also be emailed to the Quality Assurance Team at qat@leeds.ac.uk. External Examiners should receive a formal response no later than six weeks after receipt of the original report.

Response to Points of innovation and/or good practice

The programme team is pleased that you feel that the programme is well organised and as you identify student numbers and feedback confirm the popularity of the programme.

Response to Enhancements made from the previous year

We are pleased to hear that changes to our administrative processes have made your role less challenging.

Response to Matters for Urgent Attention

If any areas have been identified for urgent attention before the programme is offered again please provide a specific response to them here:

No issues were identified in this section.

Response to questions 1-7 (and related comments)

Schools may provide a general response; however, where Examiners raise specific points these must be addressed individually:

We are pleased to note your positive response to all questions in this section.

Standards**Response to questions 8 to 16 (and related comments)**

Schools may provide a general response; however, where Examiners raise specific points these must be addressed individually:

Thank you for confirming that this is a well-structured programme with high relevance to healthcare professionals. It is reassuring that you consider the programme meets the advanced practice outcomes, that research is interwoven throughout and that standards are high. We do require students to evidence clinical decision-making and this provides an excellent link between healthcare practitioners practice experience and research evidence. You confirm that the clinical exam component is rigorous and appropriate for the level of award.

Thank you for suggesting that we should consider RCN credentialing. The programme team is looking to revalidate the programme for 2018 and this will be considered.

Assessment and Feedback

Response to questions 17 to 19 (and related comments)

Schools may provide a general response; however, where Examiners raise specific points these must be addressed individually:

We are very pleased that you are able to confirm that the students work is of a good standard and appropriate to benchmarks

The Progression and Awards Process

Response to questions 20-35 (and related comments)

Schools may provide a general response; however, where Examiners raise specific points these must be addressed individually:

It is reassuring to note that you have no concerns in this area.

Other comments

Response to items included in the 'Other Comments' section of the report

Thank you for your suggestion that we use a folder system on the VLE rather than e-mails for communication, results sheets etc. The logistics and practicality of this will be discussed with administrative colleagues.