

EXTERNAL EXAMINER'S REPORT

The University of Leeds

EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2017-18

QAT Received 21/08/2018

Part A: General Information

Subject area and awards being examined

Title and Name of Examiner:

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 programme continues to be well organised and popular among students. The range of modules are ideally suited to health professionals working clinically.

Enhancements made from the previous year

Please highlight any enhancements made to the programme(s) or processes over the past year in this box.

Communication has been very good.

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 Examiner Handbook?	Y / N
2.	Were you provided with copies of previous External Examiners' reports and the School's responses 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
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 an 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.

An excellent programme

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)

Student integrate research into their writing and feedback recognises this.

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:

<i>The clinical exam is well structured and appropriate to the level of award. Standards remain very high.</i>		
16.	Is the programme accredited by a Professional or Statutory Regulatory Body (PSRB)?	Y
<i>Please comment on the value of, and the programme's ability to meet, PSRB requirements here: I am not sure if it is formally accredited</i>		

17.	Does the programme design clearly align intended learning outcomes with assessment?	Y
<i>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.</i> Overall pass rates are very good.		
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
<i>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 benefit of this programme; different assignment types that span clinical exams and academic writing allows students to demonstrate their own strengths in different areas.</i>		
<i>Please use this box to provide any additional comments you would like to make in relation to assessment and feedback:</i>		

The Progression and Awards Process

20.	Were you provided with guidance relating to the External Examiner's 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
<i>Please use this box to provide any additional comments you would like to make on the questions above:</i>		

Other comments

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

I have twice had problems logging into Minerva. As an external I cannot reset my password without speaking directly to IT.
The first time I was locked out I was unaware of it until I tried to review some assessments. It was not easy getting back in and I needed to do the information security essentials to gain access. I did this.
The second time I was locked out I was also unaware until I tried to review assessments. Again, this was not easy getting access again.
Please can you check that they know I intend to do a 4th Year and continue my access? If I require to do any further online elements please give me plenty of notice.

Part C: School Response to External Examiner Report**Name of School and Head of School (or nominee)**

Title and Name of Examiner:

Subject(s):

Programme(s) / Module(s):

Programme - Advanced Practice including modules;
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Awards (e.g. BA/BSc/MSc etc):

BSc, PGCert, MSc

Title and Name of Responder:

Position*:

Director of Student Education

Faculty / School of:

School of Healthcare

Address for communication:

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

Thank you for confirming that in your view the modules are well matched to clinical need and that the programme is well organised and popular.

Response to Enhancements made from the previous year

It is good to hear that you are happy with the communication between the School and yourself.

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:

It is pleasing that there are no matters that you feel require urgent attention.

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:

Not applicable

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 an excellent programme which both meets clinical need as well as developing academic skills in the students. You confirm that research is integrated throughout the programme and that this can be seen both in the student work and within feedback provided. I can confirm that as with all Advanced Practice programmes at this time there is no PSRB accreditation.

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:

You confirm that pass rates are good and that assessment processes are strong and feedback helpful and clear.

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 pleasing that you feel that all assessment processes are rigorous, that you are provided with all necessary materials and that communication is good.

Other comments

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

I am sorry to hear that on occasion you have experienced difficulties in accessing Minerva. The School has investigated this and there appears to have been an issue in and around the time you completed the mandatory on-line IT training. Apparently access to the training is time limited and this may not have been made clear to you. In the future the School will work with University IT colleagues to request more regular updates as to those externals who haven't undertaken training and/or who are nearing their IT security renewal so that we can send reminders.