External Examiner Report Template (ONLINE)

The following details will continue to be captured via the online reporting process:

- Name(s) of External Examiner(s) contributing to a collaborative or individual report Elizabeth Branscombe and Andrea Jeffery
- Programme Title and Award Graduate Diploma in Professional and Clinical Veterinary Nursing
- Collaborative partner and location (if applicable)
- Year of Examination 2013
- Examination (only applicable to BVetMed)
- Date(s) of attendance at the RVC 16th and 17th October 2013 – **Year two elective modules**

The online system will capture agreed sign-off by each collaborating external examiner or individual where necessary.

Instructions for completion:

1. For sections 1 - 4 please type your comments in the spaces provided. You are asked to indicate if you expect to receive a response from the College.

2. For section 5, please delete as appropriate (Yes, No or N/A). You are asked to provide additional comments, particularly if you answered 'No'.

3. Names of all students and staff should be omitted from external examiners' reports, to maintain appropriate confidentiality.

4. Unless comments are returned within three weeks of completion of the Exam Board meeting, it may not be possible to act upon these comments in the forthcoming academic year.

5. Please return expense claims with receipts attached by post to the Academic Quality Manager, The Royal Veterinary College, Hawkshead Lane, North Mymms, Hatfield, AL9 7TA.

   Thank you!

Please comment on the areas detailed below, highlighting the appropriateness and strengths and/or weaknesses.

1. Programme	**External Examiner comments: For Publication**	**A response from the College is required, if yes, please check the box [✓]**	**College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)**
1.1. Course content	No comments	**[ ]**	Response: Action (if any) date & name:
1.2. Learning objectives	It is clear where the learning outcomes are assessed within each of the units	**[ ]**	Response: Action (if any) date & name:
1.3. Teaching methods	The teaching methods used in order to deliver the programme content appear appropriate	**[ ]**	Response: Action (if any) date & name:
1.4. Resources (in so far as they affected the assessment)	No comments	**[ ]**	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the Programme:	1) Do all module leaders receive guidance in level 6 descriptors and question setting, marking and feedback to ensure consistency? 2) Our concern is that we are seeing early module EPCRs with limited feedback on errors in academic writing style which means that students cannot improve with	**[ ]**	Response: Action (if any) date & name: 1) Yes, all module leaders receive guidance in applying level 6 descriptors (the RVC 17 point marking scheme together with the Grad Dip marking criteria) when marking summatively assessed course work. 2) The External Examiners have traditionally been asked to review summative course work only and therefore do not see feedback given to students on their formative work. We do not routinely provide feedback on summative course work. Students are provided with the opportunity to submit formative work which is directly aligned to their summative work, and it is at this time that they receive their significant feedback on content and academic writing style (which in line with the Grad Dip marking criteria). It is

	subsequent reports. 3) Could feedback on elective module EPCRs be annonymised and shown to students the following year when they are about to embark on their elective EPCRs? 4) We understand some module leaders are recent appointments which may be linked to above comments. 5) We would like to reiterate again this year that we would like to see scripts and reports marked to show allocation of marks. 6) Not all candidates had numbered their case reports so it was difficult to see where/which marks apply to which case report. 7) Do module leaders/ second markers who are not VNs get briefed regarding level of nursing required in the case		suggested that in future, External Examiners might have access to the online formative feedback that students receive which demonstrates how we use a standardised approach to the level and quality of student feedback we give (via the Turnitin feedback tool). 3) We now have eleven articles produced from students' Grad Dip course work across the range of modules and students are advised that this provides examples of exemplary work. There are no plans to anonymise students' work and publish as examples. Many of our current students work practices where there are previous Grad Dip students and we feel that at this stage, this would not be an appropriate course of action to take with potential to cause distress or bad-feeling if work is recognised. 4) Lecturers at the RVC and new module leaders to the Grad Dip are required to attend the RVC INSET training day and undertake the Post Graduate CertVetEd. 5) The College through the Exams Office will endeavour to ensure that all examiners provide clear allocation of their marks on the students' examination scripts. 6) Students are asked to number their Extended Patient Care Reports. The majority of students follow these instructions. We will repeat and reiterate these instructions. 7) Yes, all markers are fully aware that Grad Dip students are required to focus the main body of their discussion for their Extended Patient Care Reports on Veterinary Nursing issues. They are also fully aware of the 'level' of discussion required as this is aligned to the learning outcomes relating to the topic (advanced veterinary nursing skills) and critical discussion required at level six study.

	reports?		

Please comment on the areas detailed below, highlighting strengths and/or weaknesses.

2. Student performance	**External Examiner comments: For Publication**	**A response from the College is required, if yes, please check the box [✓]**	**College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)**
2.1. Students' performance in relation to those at a similar stage on comparable courses in other institutions, where this is known to you	Andrea Jeffery is the external examiner for Harper Adams University where they run the RCVS Advanced Diploma and the students work is equivalent to those undertaking this programme	**[ ]**	Response: Action (if any) date & name:
2.2. Quality of candidates' knowledge and skills, with particular reference to those at the top, middle or bottom of the range	Please see specific comments regarding student work sampled across all units reviewed by both external examiners at the end of this report. In general we agree with the marks that have been awarded for work we have reviewed. Within every module we have reviewed all failed candidates, we also reviewed a sample of high/borderline passes	**[ ]**	Response: Action (if any) date & name:

	within each module.		
Please provide any additional comments and recommendations regarding the students' performance:	Please see specific comments regarding student work sampled across all units reviewed by both external examiners at the end of this report. **Diagnostic Imaging:** 8) Agree with the mark but on reflection it was quite an easy paper, recall rather than application, the language used and question type should reflect QAA level 6, it may be worth the module leader reviewing the level 6 descriptor (could all staff have these descriptors circulated when setting exam questions? **ECC:** 9) There was discrepancy in report layout, is there a standard template? 10) No annotation on	**[ ]**	Response: Action (if any) date & name: 8) All module leaders are provided with the learning outcomes for the module and these are in line with QAA level six descriptors. Exam questions are set by teaching staff and reviewed by the module leader whose role is to ensure questions address the LOs. This year a new question was incorporated specifically to assess application of knowledge rather than pure recall. (student to review a lateral thoracic radiograph, identify certain anatomical landmarks and identify which recumbency the patient was in). 9) The Course Director is unsure what this comment specifically refers to. If this is relating to Extended Patient Care Reports, students are provided with general guidelines and recommendations for setting out their work, however, there is no standard template which they are required to follow.

	reports and consequently where for example one report was awarded 48% and another 52% it was difficult to see the marker's rationale, very little feedback on mark sheet. **Surgical Nursing:** No fails, commend markers for annotating exam scripts and reports (two different coloured pens!) clear where marks had been awarded. Case report feedback was very detailed. **Medical Nursing:** One fail, very little feedback on EPCR and some errors in writing style, grammar and spelling were observed which had not been highlighted to students, in one case a report contained errors and the marker had commented		10) Students are awarded a mark for written work that matches the descriptors in the RVC's 17 point common grading scheme which is used in conjunction with Grad Dip marking criteria. Feedback is provided in the form of the Grad Dip marking criteria, which indicates the areas of strength and weakness in the performance of the candidates answer.

	‘very professionally written’. **Anaesthesia:** Additional marks were awarded to candidate L3441 for SAQ3 following review of the anaesthesia exam script and discussion with the module leader.We felt the wording of this question was ambiguous which had led the student to interpret it differently although not incorrect. This did not change the students overall module mark which remained a fail. 11) There was no submission of EPCR by candidate L3633, when this was questioned we were told that she had asked for an extension which had not been granted so she automatically has to resit, why not allow an extension, when will she be allowed to resubmit? As students are part time and distance learners this seems a bit		

	unfair? Anaesthesia module EPCRs had detailed feedback from both markers but no agreed mark for each of the 3 reports on the feedback grid.		11) The RVC provides explicit detail and instruction to students about requesting extensions to summative work. This student's request for an extension did not meet these requirements. As a distance-learning programme for professional practitioners in full-time employment, the course team are fully aware and appreciative of the challenges that this creates. We provide students with many opportunities to discuss any learning or study difficulties they have and are advised to contact the Course Director if they are concerned they are falling behind. This particular student has received a high level of support over the past two years of study, but unfortunately has failed to respond to support mechanisms offered and in this instance failed to submit their work by the specified deadline.

Please comment on the areas detailed below, highlighting appropriateness and strengths and/or weaknesses.

3. **Assessment Process**	**External Examiner comments: For Publication**	**A response from the College is required, if yes, please check the box [✓]**	**College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)**
3.1. Assessment methods (relevance to learning objectives and curriculum)	Choice of assessment methods suits this type of programme and the expected learning outcomes	**[ ]**	Response: Action (if any) date & name:
3.2. Extent to which assessment processes are rigorous	Evidence of 1st and 2nd marking across all modules.	**[ ]**	Response: Action (if any) date & name:
3.3. Consistency of the level of assessment with the Framework for Higher Education Qualifications (FHEQ)	Yes	**[ ]**	Response: Action (if any) date & name:
3.4. Standard of marking	Generally good, please see specific comments in 1 above and also at end of report	**[ ]**	Response: Action (if any) date & name:
3.5. Opinion on changes to the assessment process from previous years in which you have examined	There has been no change in the assessment process this year compared to last (LB) This is the first year in which AKJ has been the external examiner for the programme	**[ ]**	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the assessment process:	Please see report form each external examiner at the end	**[ ]**	Response: Action (if any) date & name:

Please comment on the areas detailed below, highlighting strengths and/or weaknesses.

4. Procedures	**External Examiner comments: For Publication**	**A response from the College is required, if yes, please check the box [✓]**	**College Response: (Where the response requires action(s), each action must be outlined, a completion date given and a responsible individual named)**
4.1. In your view, are the processes for assessment and the determination of awards sound and fairly conducted? (e.g. Briefing, Exam administration, marking arrangements, Board of Examiners, participation by External examiners)	Yes	**[ ]**	Response: Action (if any) date & name:
4.2. Opinion on changes to the procedures from previous years in which you have examined	N/A	**[ ]**	Response: Action (if any) date & name:
Please provide any additional comments and recommendations regarding the procedures:		**[ ]**	Response: Action (if any) date & name:

5. General Statements	[YES] [NO] [N/A] check as appropriate	Additional comments, particularly if your answer was no:	A response from the College is required, if yes, please check the box [✓]	College Response: (All responses leading to an action must note an identified timeframe and responsible individual. Please outline the action and a date by which the action will be taken)
5.1. Comments I have made in previous years have been addressed to my satisfaction	**[NO]**		**[ ]**	Response: Action (if any) date & name: If the external examiners would like to provide further details, we will address their concerns.
5.2. An acceptable response has been made	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.3. I approved the papers for the Examination	**[YES]**			Response: Action (if any) date & name:
5.4. I was able to scrutinise an adequate sample of students' work and marks to enable me to carry out my duties	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.5. I attended the meeting of the Board of Examiners held to approve the results of the Examination	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.6. Candidates were considered impartially and fairly	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.7. The standards set for the awards are appropriate for qualifications at this level, in this subject	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.8. The standards of student performance are comparable with similar programmes or subjects in other UK institutions with which I am familiar	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.9. I have received enough support to carry out my role	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.10. I have received sufficient information to carry out my role (where information was insufficient, please give details)	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.11. Appropriate procedures and processes have been followed	**[YES]**		**[ ]**	Response: Action (if any) date & name:
5.12. The processes for assessment and the determination of awards are sound	**[YES]**		**[ ]**	Response: Action (if any) date & name:

If you have identified any areas of good practice, please comment more fully here. We may use information provided in our annual external examining report:

Do you have any suggestions for improvements based on experience at other institutes? We may use information provided in our annual external examining report:

External Examiner comments: For College information only (Responses to External Examiners are published on the College's website. Please only use this box to add any comments that you wish to remain confidential, if any)

Thank you for completing this annual report!

All External Examiner reports will be responded to via the following process **[http://www.rvc.ac.uk/Examiners/documents/ExternalExaminerReports.pdf]** and in time for the annual RVC Inset Day on Assessment.