

HC AL/338/25/49

University of Manchester

Department of Nursing

Stopford Building
Oxford Road
Manchester
M13 9PT

Telephone
061-273 8241

21st December 1981

Ms.M.Ferguson,
Director of Nursing Studies,
Bedford college,
Regents Park,
London NW14NS.

Dear Marion,

Thank you for your letter of 3rd December regarding external examinerships. Naturally I should be most interested and delighted to be able to help since Bedford College was my own college. So that although I ought to say no in view of other commitments, I am very much tempted to say yes. There are, however, a few questions on which I would like answers before committing myself. Some of them may appear a little pedantic but I believe that external examinerships are something that one should take seriously.

- 1) is there a booklet of advice to external examiners issued by the University or the College? We have such a one that sets out the duties and relationships of the external examiner and I believe it is useful to operate within known parameters.
- 2) Can you tell me if I would be operating to a Departmental Examining Committee or a College one and who the Chairman of the Committee would be.
- 3) I assume that the external examiner would be sent the proposed questions for approval of content as they reflect the content of the course, so that an outline syllabus would also be sent.
- 4) Is it your custom that external examiners attend for moderation of the questions or is this the meeting that you would feel could be covered by post or telephone.
- 5) I assume that a second examiners meeting is held for moderation of marks. You do not mention an oral examination. It would be helpful to know if orals are offered to borderline candidates only and if those are for borderline passes and distinctions. It would also be useful to know how wide of a pass mark you think it is worth offering oral examinations i.e. do you operate a convention of anyone between 45 and 50 being offered an oral, but below 45 being regarded as unable to raise themselves by oral examination.
- 6) I assume the marking system will be sent along with the examination papers indicating pass, credit and distinction levels.
- 7) It would be useful to know the dates of examiners meeting for moderation of the questions and moderation of the marks.
- 8) In making a report as an external examiner it would be useful to know whether this is usually made to the committee verbally or in writing.



Head of Department
Professor Baroness McFarlane of Llandaff

Perhaps if you could let me have some indication of the answers to these questions I would be able to give you a firm answer in the New Year.

I trust all is going well with the course and look forward to having more contact with you.

Yours sincerely,

J. C. W. Carver Llandaff

McFarlane of Llandaff.

FRASER LODGE,

3rd December, 1981.

Professor Baroness McFarlane of Llandaff,
Department of Nursing,
Stopford Building,
University of Manchester,
Oxford Road,
Manchester M13 9PT.

Dear Jean,

We are writing to you to invite you to become our first external examiner for the nursing core course in the Nursing Studies degree at Bedford College.

As you are no doubt aware, the B.Sc. undergraduate course in Nursing Studies commenced at Bedford College in October 1981. Whilst our initial intake has been only eight students, permitting time, energy and financial resources we wish to increase our intake to 15 students per academic year over the next few years.

Bedford College operates a unit degree course, that is to say, the nursing units form one component alongside those of sociology, biological sciences, social policy, psychology, and others, and individual units are examined by their appropriate experts.

The core course in Nursing for which we would like you to be the examiner relates to issues associated with the basic provision of nursing care. In the classroom and on the wards students are exposed to issues and themes concerned with nursing, such as: what is the role of the nurse; where does nursing take place; what is the relationship between caring and curing, between health and disease; changes that have taken place in nursing since the days of Florence Nightingale; nature and characteristics of 'daily living activities'; the function of a hospital ward, and nursing a patient in relation to specific health deficits as suggested by the daily living activities.

We would of course provide suitable hospitality when you come to examiners' meetings. On the other hand, it would not be necessary for you to attend actual meetings and if you prefer to do the business all by post or telephone, that could easily be arranged.

We would consider ourselves very honoured if you were to accept the invitation and we are looking forward to hearing from you.

Yours sincerely,

Marion Ferguson,
Director of Nursing Studies