



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

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|--|--|-----------------|----------------------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Nicola Innes | | |
| Home Institution / Employer of External Examiner: | University of Dundee | | |
| Programme and / or Subjects Covered by this Report | Bachelor of Dental Surgery (Final BDS) | | |
| Academic Year / Period Covered by this Report: | 2015-16 | Date of Report: | 20 th July 2016 |

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

1. Programme Structure

This is my second year undertaking the external examinership at Cardiff for the undergraduate BDS Final year alongside two other External Examiners.

I have found the programme structure and content to meet the aims of a BDS Programme and reflects the standards outlined by the GDC. The students have a good spread of practical experience in all aspects of general dental care.

2. Academic Standards

I looked at exam scripts for final year candidates and had the opportunity to observe a number of candidates in all parts of the *viva voce* exams. The academic standards and achievements of these students were comparable with those of other UK institutions.

I had already seen the 3 written exam papers and had access to all the students' written papers and their marks, together with the spreadsheet of marks.

I was satisfied that the final year students undergo a rigorous examination process and are tested on all areas that they will practice in.

3. The Assessment Process

All aspects of the assessment process were open to me and everything available for the period I was present at the exams.

The assessments that I saw consisted of:

- Written papers – I had sight of the questions prior to the exams and was able to look at the students' exam scripts presented in the External Examiner room within folders.
- Semi-structured *viva voce* based on questions around clinical cases presented in hard copy (i.e. including photographs, radiographs and study models)
Having watched the scenarios that were used for the 3 areas of the viva exams (students were tested on all 3 areas over 3 days); oral medicine/ surgery, paedodontics/ orthodontics and restorative dentistry. I believe there was a good spread of cases, of a reasonably similar standard and with a good scope for basic knowledge and understanding to be demonstrated by the candidates. However, for students who quickly covered the basics of the cases and showed good basic knowledge, the cases chosen had some complex needs that allowed potential for examiners to explore areas further.
- Case presentations (electronically)
- Projects (electronically)

I believe the exam overall measures student achievement rigorously and fairly against the intended learning outcomes for the Programme

4. Year-on-Year Comments

Following on from comments last year, I observed the calibration of the examiners on the morning of the viva exams and was given access to the calibration videos that had been used. This was very helpful.

It was useful to have specific time and dedicated room allocated to look through the papers and other assessments that the students had undertaken:

Case presentations (electronically)

Projects (electronically)

Exam papers (physically)

5. Preparation / Induction Activity (for new External Examiners only)

6. Noteworthy Practice and Enhancement

The efforts of the exam convenors to move towards standardised cases across different disciplines is to be commended. It is worthy of comment again that the staff seem to have a strong commitment to carrying out the exams to a high standard and many of the students' performances were exemplary. Despite the changes in the assessment processes, the staff seem to have coped with this well. The School are to be congratulated on the strides they have made in standard setting and calibration.

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

8. Appointment Overview (for retiring External Examiners only)

9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

| | | Yes (Y) | No (N) | N/A (N/A) |
|---|---|------------|-----------|--------------|
| Programme/Course Information | | | | |
| 9.1 | Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments? | | | |
| 9.2 | Were you asked to comment on any changes to the assessment of the Programme? | | | |
| Draft Examination Question Papers | | | | |
| 9.3 | Were you asked to approve all examination papers contributing to the final award? | | | N/A |
| 9.4 | Were the nature, spread and level of the questions appropriate? | | | N/A |
| 9.5 | Were suitable arrangements made to consider your comments? | | | N/A |
| Marking Examination Scripts | | | | |
| 9.6 | Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent? | Y | | |
| 9.7 | Was the general standard and consistency of marking appropriate? | Y | | |
| 9.8 | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? | Y | | |
| 9.9 | Were you satisfied with the standard and consistency of marking applied by the internal examiners? | Y | | |
| 9.10 | In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment? | Y | | |
| Coursework and Practical Assessments | | | | |
| 9.11 | Was the choice of subjects for coursework and / or practical assessments appropriate? | Y | | |
| 9.12 | Were you afforded access to an appropriate sample of coursework and / or practical assessments? | Y | | |
| 9.13 | Was the method and general standard of assessment appropriate? | Y | | |
| 9.14 | Is sufficient feedback provided to students on their assessed work? | | | N/A |

| | | Yes (Y) | No (N) | N/A (N/A) |
|--|---|------------|-----------|--------------|
| Clinical Examinations (if applicable) | | | | |
| 9.15 | Were satisfactory arrangements made for the conduct of clinical assessments? | | | N/A |
| Sampling of Work | | | | |
| 9.16 | Were you afforded sufficient time to consider samples of assessed work? | | | N/A |
| Examining Board Meeting | | | | |
| 9.17 | Were you able to attend the Examining Board meeting? | | N | |
| 9.18 | Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction? | | | |
| 9.19 | Cardiff University recognises the productive contribution of External Examiners to the assessment process and, in particular, to the work of the Examining Board. Have you had adequate opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers? | Y | | |
| Joint Examining Board Meeting (if applicable) | | | | |
| 9.20 | Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees? | | | N/A |
| 9.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | | | N/A |
| 9.22 | Was the Composite Examining Board conducted according to its rules? | | | N/A |
| Examination of Master's Dissertations (if applicable) | | | | |
| 9.23 | Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent? | | | N/A |
| 9.24 | Was the sample in accordance with the University's sampling guidelines (guidelines provided below)? | | | N/A |
| 9.25 | Were you satisfied with the standard and consistency of marking applied by the Internal Examiners? | | | N/A |
| 9.26 | Were you able to attend the Master's Degree (Dissertation) Stage Examining Board? | | | N/A |
| 9.27 | If so, was the Examining Board conducted properly and in accordance with established procedures? | | | N/A |
| 9.28 | Were the schemes for marking and classification correctly applied? | | | N/A |
| 9.29 | Were the standards of the awards recommended appropriate? | | | N/A |

Please return this Report, preferably in a Microsoft Word format, by email to:

ExternalExaminers@cf.ac.uk

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.