

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

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	For completion by External Examiner:		
Name of External Examiner:	Professor Julian Satterthwaite		
Home Institution / Employer of External Examiner:	University of Manchester		
Programme and / or Modules Covered by this Report	BDS (Intermediate)		
Academic Year / Period Covered by this Report:	2017/18	Date of Report:	26/6/18

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board.

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the General Data Protection Regulation (2018).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

The topics covered are appropriate to the stage within the programme. Coverage is broad and is mapped to relevant external ILO's (GDC, QAA)

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

The academic standards are generally good and in keeping with the level of the award and QAA frameworks. In my experience, they are comparable to standards at other institutions.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

Written assessments

As in previous years, examination papers were seen in advance with opportunity to comment, although confirmation of action taken on suggestions would be welcome.

All marked scripts were made available along with internal marks. There was clear evidence of a fair and robust marking process with consistency, although a clearly communicated process for addressing mark discrepancies would help with transparency. No moderation was required.

Questions are generally well structured with little ambiguity, as reflected by high agreement between internal examiners although as previously highlighted, the restriction of all individual questions to 10 marks has some limitations.

Projects/Case submissions

Prior information regarding the process for assessment of the written submissions (DE3002) would be helpful. Further information prior to the final assessment regarding marking criteria (including assessed domains) and mechanisms for double marking and agreement of marks would be welcome.

Oral assessments

The oral assessments were conducted in a fair and robust manner. Set domains assist in reducing variability. As previously, there was clear evidence of independent marking with agreed marks following discussion. Generally there was good agreement in marks awarded, reflecting the on-going positive attempts to train and standardise examiners.

Continuing role of the external as observer rather than active examiner is beneficially, allowing for QA

Exam board

The examination board was fairly and openly conducted with marks presented anonymously: appropriate regulations were followed and available.

4. **Examination of Master's Dissertations** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

n/a

5. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

As previously, weighting of assessments was not inherently clear although the examiner briefing was particularly helpful. As previously highlighted further development of the standard setting process is encouraged (especially in relation to the Human Diseases paper) as is more flexible question structure which is enabled by the standard setting the has been introduced.

6. **Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

n/a

7. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

Good calibration/examiner training.
Transparency of assessment process

8. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

Since appointment the nature of the assessment is largely unchanged although the steps taken to improve quality assurance of the assessment process are notable. Particular processes to highlight are the steps taken for examiner briefing, training and calibration and also the steps taken to introduce standard setting. Such steps are applauded and encouraged and should be further developed along with a more flexible question structure for the written assessments. It is noted that the programme team are revisiting the assessment modality and care should be taken to ensure that any proposed assessment method is valid for the levels of knowledge that are intended to be assessed, especially in view of the stage of study and contribution of the iBDS grade to the final award.

9. Annual Report Checklist

Please include appropriate comments within Sections 1-7 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?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
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?	Y		
Clinical examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining board meeting				
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with	Y		

	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

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.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