



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Erica clough		
Home Institution / Employer of External Examiner:	Teesside University		
Programme and / or Subjects Covered by this Report:	Cert HE Dental Nursing		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	23 rd June 2015

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

1. Programme Structure

The structure and content of the programme in relation to its stated aims, learning outcomes and programme specification is clear, informative and reflects current practice and the requirements of the GDC.

2. Academic Standards

The programme maintains threshold academic standards in accordance with the frameworks for higher education qualifications and these academic standards and the achievements of students are comparable with education institutions of which I have experience with.

3. The Assessment Process

The assessment process for the Cert HE Dental Nursing is appropriately designed and applied and measures student achievement rigorously and fairly against the intended learning outcomes of the programme and the GDC learning outcomes. Assessment methods and the balance between them, alongside the number of assessments are appropriate. The assessment criteria and marking schemes are set at the appropriate level and reflect similar levels of a comparable standard in other education institutes. .

4. Year-on-Year Comments

N/A

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

All preparation, paperwork and induction activity ensured I was appropriately prepared for the role of an External Examiner. The visit to Cardiff to meet the students and to observe the work the programme team have undertaken was both insightful and helpful. The team go above and beyond what is required and are both committed and dedicated to the students and the development of the Cert HE Dental Nursing programme.

6. Noteworthy Practice and Enhancement

The development of the OSCE's and the use of standard setting helps to ensure the programme is meeting all the requirements of the GDC Standards for Education. The work that has taken place in the calibration of the placement supervisors to enhance the quality of the learning opportunities provided to students is commendable.

7. Appointment Overview (for retiring External Examiners only)

8. 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				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
Marking Examination Scripts				
8.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	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				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	Y		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
8.19	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)				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE