



EXTERNAL EXAMINER ANNUAL REPORT FORM

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|---|---|-----------------|---------------------------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Leigh Ann Randell | | |
| Home Institution / Employer of External Examiner: | Liverpool Dental Hospital, DCP Programme, Pembroke Place, Liverpool | | |
| Programme and / or Subjects Covered by this Report: | Year 1, BSc in Dental Hygiene and Therapy Year 1 Diploma in Dental Hygiene | | |
| Academic Year / Period Covered by this Report: | 2014/2015 | Date of Report: | 9 th September, 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

I am unable to comment on programme structure as I have not been provided with this information.

2. Academic Standards

I was not provided with any written documentation regarding the programme, the module or marking descriptors, or academic standards.

The achievements of the students which I observed for 1st year case presentations were comparable with the expected level of knowledge at this stage of a hygiene therapy programme.

3. The Assessment Process

As external examiner my involvement included providing feedback on the written short answer/MCQ examination papers for the year 1 assessments and year 1 case presentations. This was difficult as I did not have details of the programme specifications or expected learning outcomes.

I provided feedback on the quality and structure of the questions and comments were received and acted upon quickly.

Students knowledge was tested widely and a variety of questioning of knowledge and understanding used. Both internal examiners were able to agree marks within the limited constraints of the new marking guide. This needs some adjustment of the wording of the marking criteria to give clearer guidance to internal examiners.

There was a discrepancy within the written case study guidance given to the students prior to writing their reports which omitted to state that they should include future management of the patient. At the time of the examination, this therefore forced examiners to award a fail mark for that section of the examination.

4. Year-on-Year Comments

Currently I am unable to access last year's report as it asks for a password to log in I do not have this password, so am unable to comment further in this section.

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

An induction was offered with very short notice of the date of attendance (the original letter was dated February 2015, it was however, posted in April, with only two weeks notes of the induction day) and I was consequently unable to attend.

Preparation for new examiners could be improved. The external examiner handbook was forwarded to me but additional information would have been highly beneficial, particularly relating to information on Programme structure and academic standards.

On the case presentation day it would have been prudent to have received the students' written reports prior to the assessment day, or indeed for them to have been made available to me on the day. This would have assisted me in the process of moderating the internal examiners during their questioning of the student. This was rectified for the resit assessment.

6. Noteworthy Practice and Enhancement

There was a high level of agreement between the independent marks awarded by the internal examiners during the case presentations. However it may be beneficial to the process if marks awarded for the written case study were agreed prior to the oral assessment being undertaken.

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? | | N See comments above | |
| 8.2 | Were you asked to comment on any changes to the assessment of the Programme? | | N | |
| 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? | | | None assessed by EE |
| 8.7 | Was the general standard and consistency of marking appropriate? | | | Don't know |
| 8.8 | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? | | | Don't know |
| 8.9 | Were you satisfied with the standard and consistency of marking applied by the internal examiners? | | | Don't Know |
| 8.10 | In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment? | | | None assessed by EE |
| 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? | | N Not involved with practical assessments | |
| 8.13 | Was the method and general standard of assessment appropriate? | | | Don't know |
| 8.14 | Is sufficient feedback provided to students on their assessed work? | | | Don't know |
| Clinical Examinations (if applicable) | | | | |
| 8.15 | Were satisfactory arrangements made for the conduct of clinical assessments? | | | Don't know |
| Sampling of Work | | | | |
| 8.16 | Were you afforded sufficient time to consider samples of assessed work? | | | None assessed by |

| | | Yes (Y) | No (N) | N/A (N/A) |
|--|---|---------|--|-----------|
| | | | | EE |
| Examining Board Meeting | | | | |
| 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? | | N No introduction | |
| 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? | | N As no introductions unsure who to contact | |
| 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