



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/>.

	For completion by External Examiner:		
Name of External Examiner:	Dr Anne Hegarty		
Home Institution / Employer of External Examiner:	Charles Clifford Dental Hospital, STHFT, Sheffield		
Programme and / or Subjects Covered by this Report	IBDS examination <i>BDS (Intermediate BDS Human Diseases)</i>		
Academic Year / Period Covered by this Report:	2015/2016	Date of Report:	01/07/16

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

The structure was coherent and current and included the elements expected at this stage of dental undergraduate learning. It was evident that all parts of the curriculum including delivery and assessment are considered regularly and amended if necessary. There were ample opportunities to discuss the programme on an informal basis during the 2 days of the examination. Key documentation was sent in hard copy to me ahead of the examination and procedural documents were made available during the initial meeting when I arrived.

2. Academic Standards

The programme is maintaining the threshold academic standards set for its award in accordance with the frameworks for higher education qualifications and applicable benchmark statements and the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which I have experience.

3. The Assessment Process

This was my third year as External Examiner for Cardiff Dental School and overall I felt the Examination once again was fair, well-structured and organised covering a breadth of topics in sufficient detail relevant to the stage of learning. I focussed on the Human Diseases paper which included a good spread of questions and was impressed by the overall standard of the students in this area particularly as the paper incorporated a wide range of themes. I was also impressed by the overall standard with regards the case report vivas. This may be due to the calibration

process introduced this year which was carried out by the students as well as the examiners. I was not asked to approve all examination papers contributing to the final award as the other external examiners assessed papers relevant to their specialty areas so allowing me to focus completely on the Human Diseases paper. I was happy that the assessment method, and volume of assessment, were appropriate and the assessment criteria, marking schemes and award classifications set at the appropriate level.

I was not given any samples of coursework or practical assessments to review. I was not informed of or able to assess if sufficient feedback was provided to students on their assessed coursework. This was probably not mandatory for us as external examiners.

The case report viva assessments were well organised and of sufficient length to allow questioning of the candidates on both case reports. Being able to actively participate as an External Examiner in this aspect of the Examination was not only rewarding for me but I believe useful to the process. 10 minutes allotted to each case was appropriate and sufficient time to allow questioning to be discriminatory for marking. The students presented themselves professionally in their viva assessments.

I would suggest 1 clock per room is provided for all examiners to be synchronised in timing. It would also be helpful if laptops could be provided to external examiners to access the case reports which would limit amount of paperwork required. I would recommend 2 cases are presented again next year and continue same process of assessment with same timing of the viva assessments. The 2 cases should be different with 1 ideally incorporating some complexities such as complex medical history or varied dental/periodontal issues.

The Board meeting was held at an appropriate time although was slightly delayed in starting due to the time required to collate results. I would again suggest next year considering starting vivas on the first morning, either run these all day Monday and Tuesday morning or Monday and Tuesday mornings with time to review papers Monday afternoon so that then the staff would have plenty of time to collate results from vivas and minimise delays in starting the Board meeting Tuesday. The meeting was well organised and conducted properly and satisfactorily, in accordance with established procedures. There were adequate opportunities to discuss the Programme and examination with the Examining Board members.

The School office staff was excellent in the trouble taken to ensure the smooth running of the examination and in welcoming and looking after the external examiners.

Overall I have no doubt that this examination is robust, fair and is of an appropriate standard. The objectives of the programme, the structure, content, methods of assessment and standards of assessment are highly appropriate. I recommend continuing with the calibration process.

4. Year-on-Year Comments

As an external examiner I valued the provision of a marking scheme for the case report viva. It was extremely valuable when assessing candidates. I also valued and enjoyed being an active examiner and my experience was excellent in both my sessions.

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

Adequate information was provided to me in a timely manner. The administration staff have been excellent in their organisation and handling of the dissemination of all the necessary documentation leading up to and during the course of the examination.

6. Noteworthy Practice and Enhancement

I would recommend continuing informal viva practice for students ahead of this examination so process less daunting for candidates experiencing their first viva related to clinical cases. Providing cohort and individual feedback to students following results should continue. I am pleased to hear standard setting of examination questions is to be introduced for more consistency. Students should be encouraged to present the main points of their cases at the viva rather than verbalising directly what is included in the report and they should also be reminded that if they incorporate references they should be expected to be asked about these.

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?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?		N	
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
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?			N/A
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			N/A
9.13	Was the method and general standard of assessment appropriate?			N/A
9.14	Is sufficient feedback provided to students on their assessed work?			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?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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	
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.