



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:	Professor David Ricketts		
Home Institution / Employer of External Examiner:	University of Dundee		
Programme and / or Subjects Covered by this Report	Master of Clinical Dentistry (Pros)		
Academic Year / Period Covered by this Report:	Year 1-3 2015-2016	Date of Report:	1 st June 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

The Master of Clinical Dentistry is a conjoint programme with Royal College of Surgeons MRD (Pros). As viewed through the exam structure and subjects in years one through to three, the program is entirely appropriate to meet the needs of both the University Masters level and RCS specialty. In year one there is a focus on critical appraisal, methodology and statistics. There is also introduction to clinical skills which are further developed in years two and three, together with two written assignments in year two and a dissertation in year three.

2. Academic Standards

The academic standards met by the students were generally good throughout the three year program. The standards achieved were comparable to that of other institutes where I have examined conjoint Masters and MClintDent postgraduate students. The clinical work carried out by the candidates was of a very high standard and complexity, and they were able to defend treatment options chosen often backed by evidence in the literature and were cognisant of alternative treatment approaches.

3. The Assessment Process

The methods of assessment were varied throughout the three year program, ranging from written papers, project work, unseen cases both clinical with a patient and with models and scenarios, a general viva voce and case presentations. The various assessments and written examinations had been clearly assessed by numerous internal examiners and double marked. The

external examiners were given access to all the written assessments and marks awarded. The various assessments proved to be a robust and fair process.

The external examiner/s were able to examine in closer detail the work carried out by the candidates through power point presentations of patients they have treated and oral examination. Due to the complexity of some of the treatments provided and detail of the PowerPoint presentations, the presentations on occasions, whilst very good, were very long and restricted the time for questions and more detailed exploration. Consideration could be given to giving the candidate a strict number of non-animated slides (for example 10 and minimum size font) to focus the presentations and limit the time for the presentation of the case to for example 5-7 minutes. This would then allow 8 – 10 minutes for questions on each case.

The general viva and unseen simulated case (year 3) also gave the examiners opportunity to examine a greater breadth of knowledge in Prosthodontics and the broader remit/inter-relationship within Restorative dentistry. In the general viva a more structured approach was taken this year by asking the same questions to each candidate. This necessitated keeping candidates apart after the viva, by holding unseen candidates in a room, but with such a small number of candidates this was not an issue and the process worked well, ensuring a fair and equal approach for each candidate. Consideration could be given to a similar approach to the unseen simulated case for next year. This would also ensure equality and allow the course organisers to work up one more complex clinical case with structured questions for each candidate.

4. Year-on-Year Comments

This is an established program and no major issues have been identified in the period I have been external examiner.

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

Not applicable – third year as examiner.

6. Noteworthy Practice and Enhancement

This is a well-established course and exam that works well as it is, the suggestions made under 3 above are very minor. The administration and organisation of the course and examinations by all involved was excellent.

All questions, scripts, marks etc are placed on *Lotus Quickr* with secure access for the external examiners, this makes following and monitoring the exam process relatively easy. Following comments made last year the filing and labelling of the endodontic and prosthodontic files for year 1, 2 and 3 has made navigating through the information a lot easier.

The candidates are rigorously assessed through varied approaches in all three years and this is to be commended; the standard achieved by the candidates also reflects the excellent level of teaching.

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

The assignments in year 2 and dissertations in year three were all available for the external examiner to view as were the marks awarded. The external was not involved with the marking of these nor the dissertation viva, but was able to quality assure the written work, which again was of a good standard.

8. Appointment Overview (for retiring External Examiners only)

This is an excellent course with good candidates and outcomes. Although in my third year as external examiner I believe a one year extension is being sought.

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?	X		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			X
Draft Examination Question Papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	X		
9.4	Were the nature, spread and level of the questions appropriate?	X		
9.5	Were suitable arrangements made to consider your comments?	X		
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?	X		
9.7	Was the general standard and consistency of marking appropriate?	X		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	X		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	X		
Coursework and Practical Assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	X		

		Yes (Y)	No (N)	N/A (N/A)
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
9.13	Was the method and general standard of assessment appropriate?	X		
9.14	Is sufficient feedback provided to students on their assessed work?			X
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?	X		
Sampling of Work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				
9.17	Were you able to attend the Examining Board meeting?	X Via phone		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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?	X		
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?			X
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
9.22	Was the Composite Examining Board conducted according to its rules?			
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?	X		
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	X		
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	X		
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?		X	
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
9.28	Were the schemes for marking and classification correctly applied?			
9.29	Were the standards of the awards recommended appropriate?	X		

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.

