



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:	Kate Husband		
Home Institution / Employer of External Examiner:	Kings College Hospital Dental Institute - London		
Programme and / or Subjects Covered by this Report:	Diploma of Dental Hygiene, Final Examination		
Academic Year / Period Covered by this Report:	2013/2014	Date of Report:	04.07.2014

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 dental hygiene programme offered by Cardiff University comprehensively covers all the appropriate learning outcomes relevant to the diploma in Dental Hygiene.

2. Academic Standards

From the evidence that has been made available to me I believe that the diploma in Dental Hygiene at Cardiff is comparable with other similar programmes nationally.

The students who were successful in the Periodontology Case Presentation demonstrated their ability to practise safely as independent clinicians and achieved the benchmark standard expected by the General Dental Council of a dental hygienist at graduation.

3. The Assessment Process

A range of assessment methodologies are employed throughout the diploma programme which allows the students to demonstrate their theoretical knowledge, clinical ability and also their tacit understanding of the links between theory and clinical practice.

I feel that the assessment method for each unit is appropriate and valid at assessing the learning outcomes. I was able to view and comment on the questions/markings guides prior to the written assessments to assess the balance of questions and topics covered. My suggestions were noted and acted on.

Clear and unambiguous marking schemes are used for written assessments and assignments and as a result ensure a fair and transparent assessment process. The use of these marking guides ensured consistency of marking and showed clear evidence of double marking.

It is my belief that the assessments are all conducted in-line with the University's policies and regulations.

4. Year-on-Year Comments

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

N/A

6. Noteworthy Practice and Enhancement

7. Appointment Overview (for retiring External Examiners only)

I have thoroughly enjoyed my appointment as an External Examiner for the diploma in dental hygiene. At all times the staff at Cardiff University have been welcoming and professional. Communication between various points of contact has been excellent and any queries have been quickly answered. Information provided by Academic Registry and the Dental School has been timely, useful and relevant.

I would like to take this opportunity to thank all staff involved for giving me this opportunity and wish all staff and students (past and present) the best in the forthcoming years.

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?			N/A
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?			N/A
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			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:

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