



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Padhraig Fleming		
Home Institution / Employer of External Examiner:	Queen Mary University of London		
Programme and / or Modules Covered by this Report	MScD. Orthodontics <i>MScD in Orthodontics</i>		
Academic Year / Period Covered by this Report:	2016/17	Date of Report:	10 th May 2017

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

The programme follows accepted national standards being undertaken over a 30-month period with completion of the MScD prior to Membership in Orthodontics (RCS) examinations. It is well-organised with regular assessment and input from academic and clinical staff.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

Academic standards are generally high. Students are knowledgeable both clinically and academically displaying critical thinking and an awareness of evidence-based decision making.

There is an established track record of research within the department; research dissertations are typically of a high standard; most are suitable for peer-reviewed publication in orthodontic journals and address clinically-relevant and topical areas.

Completion of research theses over a 30-month period facilitates the completion of detailed projects.

3. The Assessment Process (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

Assessments are regular and detailed incorporating both clinical and academic aspects in depth. The Year 3 examinations involve a written assessment with multiple short answer questions, a research dissertation, general *viva voce* and clinical assessment of both unseen diagnostic and treated cases.

4. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

Overall, standards have been maintained with research dissertations of a high standard in 2016/17.

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

n/a

6. Noteworthy Practice and Enhancement (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

There is a positive, encouraging atmosphere within the department with healthy rapport between students and academic staff, which can only be conducive to learning.

7. Appointment Overview (for retiring External Examiners only) (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

n/a

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				

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
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	Y		
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	Y		
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	Y		
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	Y		
8.28	Were the schemes for marking and classification correctly applied?	Y		
8.29	Were the standards of the awards recommended appropriate?	Y		
8.30	<p>Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i></p> <p>No issues noted. Dissertations were sent by surface mail/electronically with sufficient time for evaluation. There was ample opportunity for evaluation during the oral examinations.</p>			

Please return this Report, in a Microsoft Word format, by email to:

externalexaminers@cardiff.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