



## 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](mailto:ExternalExaminers@cardiff.ac.uk).

	For completion by External Examiner:		
Name of External Examiner:	Erica Clough		
Home Institution / Employer of External Examiner:	Teesside University		
Programme and / or Modules Covered by this Report	Certificate of Higher Education in Dental Nursing		
Academic Year / Period Covered by this Report:	2016-17	Date of Report:	10/7/17

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)

Overall the structure of the programme is well designed with an appropriate theory to practice balance. The curriculum design is innovative and current, alongside the varied methods of learning and teaching which support and are appropriate for a range of students. These factors help ensure the students learning needs are met and reflect the high achievement of the students on the programme. The feedback provided by the tutors is extensive and supportive, and ensures all students are able to develop as they progress through the programme

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

The programme maintains threshold academic standards in accordance with the frameworks for higher education qualifications and these academic standards and the achievements of

students are comparable with education institutions of which I have experience with. Furthermore, in relation to General Dental Council (GDC) requirements the use of standard setting continues to be employed, where possible, for summative assessments and there is clear mapping to the GDC required standards.

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

The assessment process is structured in such a way formative and summative assessments take place at appropriate points in the students learning to ensure students have the best opportunities to be successful. All assessments are appropriate and allow students to demonstrate their understanding and knowledge of the module aims and learning outcomes. The feedback given by tutors for both formative and summative assessments is comprehensive and developmental.

There are a range of assessments which ensures students with different learning styles and needs are given fair opportunities to achieve the learning outcomes of the module and programme.

**4. Year-on-Year Comments**

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

The programme team continually reflect and develop the programme, learning outcomes and assessments to maintain the high standards expected by the University and the GDC requirements and standards. The team work hard to ensure students receive an excellent experience both clinically and academically.

**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)

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

There are a range of learning and teaching methods, alongside appropriate assessments embedded in the programme and recognises the different learning styles of the students.

This helps to ensure all student are offered equal and fair opportunities to be successful during their academic study and achieve the learning outcomes of the modules and programme.

The tutors work extremely hard to ensure the programme is innovative and fair, ensuring students complete the programme as articulate, creative and competent confident dental nurses with the skills and knowledge to reflect critically at the level of a safe beginner.

There is clear mapping to the General Dental Council required standards.

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

**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)
<b>Programme/Course Information</b>				
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?	Y		
<b>Draft Examination Question Papers</b>				
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		
<b>Marking Examination Scripts</b>				
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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	Y		
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
8.17	Were you able to attend the Examining Board meeting?	Y – via telec onfer ence		
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		
<b>Joint Examining Board Meeting (if applicable)</b>				
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?			
<b>Examination of Master's Dissertations (if applicable)</b>				
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?			
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			

8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
8.28	Were the schemes for marking and classification correctly applied?			
8.29	Were the standards of the awards recommended appropriate?			
8.30	<b>Comments on the Examination of Master's Dissertations.</b> <i>Please provide any comments you may wish to make on the issues raised above.</i>			

Please return this Report, **in a Microsoft Word format**, by email to:  
[externalexaminers@cardiff.ac.uk](mailto: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