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Sent by email to [n.p.innes@dundee.ac.uk](mailto:n.p.innes@dundee.ac.uk)

19 August 2016

Dear Dr Innes,

**Re: Institutional Response: External Examiner Annual Report 2015–2016**

I am writing further to the receipt of your External Examiner's Report for the Bachelor of Dental Surgery (Final BDS)

Your Report has been considered by the School in accordance with our approved procedures. I am, therefore, now in a position to respond on behalf of the Vice-Chancellor to the main points you had raised.

**Issues Highlighted**

1. Specific time allocation for each examiner to look through the papers;
2. External Examiners inclusion in the briefing process, for examining staff, at the beginning of the exam day;
3. Further consideration of how examiners are distributed across all of the panels for some of their time and over the course of the 2 days;
4. Consideration of a feedback mechanism for students to say how they found the exam experience for both vivas (Case Reports and Unseen Cases);
5. Time allocation for the External Examiners to discuss with some students about the Programme's final year content and the assessment process.

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**The following response has been provided on behalf of the School:**

1. The School will consider the timetable and explore the possibilities of allocating specific time to look through the papers (see also comment below with regard to distribution of external examiners to case examination panels).
2. The School will ensure that external examiners are aware of the briefing times and invited to attend.
3. This is a useful suggestion which the School will seek to include as part of our assessment plans for next year.
4. The School Assessment and Feedback Committee will consider this suggestion at the next meeting and explore ways to obtain feedback for these final examinations and for other programmes and examinations.
5. The School will consider the timetable for next academic year and the opportunities available for external examiners to meet with students to discuss the final element of the programme.

**The University is pleased to note your positive comments including:**

1. Your positive indications regarding the programme structure, academic standards and assessment process
2. The efforts of the exam convenors to move towards standardised Part D Unseen Cases;
3. The moves towards standard setting of exam questions is very positive.

I hope that you will find this response satisfactory and we thank you for your continued support of the programme.

In order to meet the expectations of the QAA Quality Code, both the External Examiner Annual Report and this Institutional Response will be published on the University website and will be available to all students and staff.

The University's provision of the formal Institutional Response is not intended to constrain direct communication between schools and their External Examiners. Schools are encouraged to discuss with their External Examiners any matters of detail raised in their Reports and, more widely, any issues impacting on the quality and standards of awards, including possible changes to programmes.

We are most grateful for your comments and for your support in this matter.

Yours sincerely,



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