



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:	Kevin J Fairbrother		
Home Institution / Employer of External Examiner:	Birmingham Dental Hospital, Birmingham Community Healthcare NHS Trust		
Programme and / or Subjects Covered by this Report:	MSc Diploma Conscious Sedation		
Academic Year / Period Covered by this Report:	2014	Date of Report:	Sept 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 programmes for both the Diploma and MSc in Conscious sedation appear to be well designed with clear learning objectives and learning outcomes. There is an acceptable mix of theoretical and practical component within the programme which allows a balanced learning programme which is appropriate for the award of both a Diploma and a Masters level qualification.

2. Academic Standards

The academic standards are satisfactory and are commensurate with those in other higher education institutions.

3. The Assessment Process

The assessment process is fair, appropriate and transparent. A combination of assessment techniques are used throughout the process and my belief is that it gives the best opportunity for both the institution and the candidate to assess multiple facets of learning and understanding and enables the candidates to perform to their best abilities. The assessment process is balanced and comparable with other higher education institutions.

4. Year-on-Year Comments

This is my first year as an external examiner for this programme although reviewing other comments and reports from previous external examiners the programme continues to perform well and develops via feedback appropriately.

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

This is my first year as an external examiner for the programme. Induction and preparation has been good. Communication with the centre (Cardiff) has been efficient, effective and timely. I have been able to communicate well both via email and hard copy. Examiner meetings have been conducted via teleconference and Skype, which in my opinion have been effective and satisfactory.

6. Noteworthy Practice and Enhancement

Communication has been exemplary, papers and documents have been sent to me on time. I have had sufficient time to review and comment on these. The examining boards have been receptive to comments that I have suggested and where appropriate have made the necessary amendments.

7. Appointment Overview (for retiring External Examiners only)

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?	X		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			X
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	X		
8.4	Were the nature, spread and level of the questions appropriate?	X		
8.5	Were suitable arrangements made to consider your comments?	X		
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?	X		
8.7	Was the general standard and consistency of marking appropriate?	X		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	X		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
8.10	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				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	X		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
8.13	Was the method and general standard of assessment appropriate?	X		
8.14	Is sufficient feedback provided to students on their assessed work?	X		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		X	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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?	X		
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?			X
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
8.22	Was the Composite Examining Board conducted according to its rules?			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:

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