



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Julian Satterthwaite		
Home Institution / Employer of External Examiner:	University of Manchester		
Programme and / or Subjects Covered by this Report:	BDS (intermediate)		
Academic Year / Period Covered by this Report:	2013/14	Date of Report:	4/7/14

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

As a recent appointment, I have had limited contact and engagement with the programme and have not yet seen a full programme specification for the year of study. Notwithstanding this, the topics covered are appropriate for the subject area and year of study.

2. Academic Standards

The academic standards are generally good and are in keeping with the level of the award and are consistent and comparable to those in other higher education institutions.

3. The Assessment Process

The assessment process is generally well designed, well conducted, fair and rigorous.

Written assessments:

I had opportunity to see papers in advance and provide comments, which were taken on-board.

Looked at overview of all papers (Part C3) and in detail all those close to boundary zones with no further moderation required

There was clear evidence of double marking and team moderation – although seeing the breakdown and allocation of marks is helpful, I suggest that the actual exam scripts not annotated in order to improve ‘blinding’, also details on the agreed procedure (if any) for agreement/moderation between internals would be welcome – although I appreciate that the final mark is by consensus, further guidance to ensure consistency between examining teams in this would be welcome

Also, for consideration for future papers, I note that the structure of questions all having 10 marks leads to an unbalanced distribution of marks with inequities in relative weighting within the sub-questions; with an appropriate method of standard setting and score normalisation there is no need for this.

Oral assessment (Part D):

The timing and conduct was good, and structured marking domains and exemplar statements helpful. Consideration should be given to more structured domains for questioning with a view to ensuring intra- and inter- examiner consistency, although disparity in the cases presented may be problematic in this regard.

The balance of case submissions and oral assessment should be reviewed to ensure that the assessment load and relative weighting remains appropriate.

4. Year-on-Year Comments

n/a – first year

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

Full and detailed information was provided centrally from Registry.

Contact from the School was good, with early opportunities to engage in the assessment process and time prior to examination set aside for local induction/overview and familiarisation.

A programme handbook/detailed ILO's for the year in advance would have been helpful.

6. Noteworthy Practice and Enhancement

The case presentations and associated assessments at a relatively early stage (3rd of 5 years) is timely.

7. Appointment Overview (for retiring External Examiners only)

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?		N	
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
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?			
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?			

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