



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:	Dr Andrew Dilley		
Home Institution / Employer of External Examiner:	Brighton and Sussex Medical School, University of Sussex		
Programme and / or Modules Covered by this Report	BDS(Hons) in Dentistry (Primary BDS Part 1 - Anatomy)		
Academic Year / Period Covered by this Report:	2016-2017	Date of Report:	21/06/17

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)

The programme is well structured and the level is appropriate for first year dental students. The range of teaching methods is exceptional.

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

The academic standards are comparable to my own institution.

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

BDS1 is a well-developed programme that incorporates a thorough assessment of all areas. I am really pleased to see standard setting undertaken, since this was an issue that I have previously commented on. However, I would like to know how the

standard setting will be checked? I would recommend looking at average scores for the individual exam questions and checking the number of students that fall below and above the pass mark for each question. With the relatively large number of students in the year, the Cohen method may be more suitable and would be less subjective. I still have concerns regarding the marking of individual essays and whether it is possible to obtain full marks. I read an exam essay from a student that was exceptional. However, they did not achieve full marks. I understand the essay component will be changing for the next academic year. During the meeting, I questioned the academic support for failing students, which seems to be adequately in place.

Prior to the exam board, I scrutinized a range of papers, which included both failing students and those at the top. I am very impressed by the high level of anatomy that is taught. Although difficult, the top students performed exceedingly well, demonstrating exceptional knowledge. I am pleased with some of the changes to the anatomy questions. However, I still have issues with several of the drawing questions. Rather than asking students to draw complex areas of the body, consider providing a figure to label or part of figure to complete. If possible, avoid blank boxes, since these are dependent on students being able to draw well. Also, be specific as to what structures students should be drawing. For labelling questions, make sure you have clear marking criteria. It wasn't obvious how marks were awarded when students labelled too many structures, some of which were wrong. The developmental biology questions were often poorly answered. They are extremely difficult and I would recommend that they are restructured. The marking criteria were unclear. I would suggest breaking the questions into smaller parts.

4. Year-on-Year Comments

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

The standard appears to be comparable to the previous academic year.

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)

This is an exceptional programme, and I particularly commend [REDACTED] for his excellent running of the course. I am extremely pleased to see standard setting of the exam papers. Following my comments in the previous year, I am also pleased to see changes to some of the anatomy drawing questions. Having looked over several of the top scoring papers, I am very impressed by how these students performed. Their knowledge of anatomy is exceptional, which reflects the quality of the teaching. In addition, I am thoroughly impressed by the poster assignment, which allows the students to work as part of team and assess each other.

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?	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?			N/A
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?			N/A
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
8.28	Were the schemes for marking and classification correctly applied?			N/A
8.29	Were the standards of the awards recommended appropriate?			N/A
8.30	Comments on the Examination of Master's Dissertations. <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

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