



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

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|--|--|-----------------|----------------------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Erica Clough | | |
| Home Institution / Employer of External Examiner: | Teesside University | | |
| Programme and / or Subjects Covered by this Report | Cert HE Dental Nursing <i>Certificate of Higher Education in Dental Nursing</i> | | |
| Academic Year / Period Covered by this Report: | 2015/16 | Date of Report: | 12 th July 2016 |

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

1. Programme Structure

The structure and content of the programme in relation to its stated aims, learning outcomes and programme specification is clear, informative and reflects current practice and the requirements of the GDC.

2. Academic Standards

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.

3. The Assessment Process

The assessment process are well designed and applied, furthermore the assessments measure student achievement rigorously and fairly against the intended learning outcomes of the programme and the GDC learning outcomes.

The range of assessment methods and the balance between them, alongside the number of assessments are appropriate and at the right level for the programme. The assessment criteria and marking schemes are set at the correct level and reflect

similar levels of a comparable standard in other education institutes I am familiar with.

4. Year-on-Year Comments

The calibration and ongoing development of the programme and its assessments continues to maintain the high standards expected by the programme team. The work hard to ensure students receive an excellent experience both clinically and academically.

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

6. Noteworthy Practice and Enhancement

The development of the different assessments and the use of standard setting is a real strength of the programme and the programme team, ensuring the programme meets all the requirements of the GDC Standards for Education.

The work that has taken place in the calibration of the placement supervisors to enhance the quality of the learning opportunities provided to students continues to be commendable.

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

8. Appointment Overview (for retiring External Examiners only)

9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

| | | Yes (Y) | No (N) | N/A (N/A) |
|--|---|------------|-----------|--------------|
| Programme/Course Information | | | | |
| 9.1 | Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments? | X | | |
| 9.2 | Were you asked to comment on any changes to the assessment of the Programme? | X | | |
| Draft Examination Question Papers | | | | |
| 9.3 | Were you asked to approve all examination papers contributing to the final award? | | | |
| 9.4 | Were the nature, spread and level of the questions appropriate? | X | | |
| 9.5 | Were suitable arrangements made to consider your comments? | X | | |
| Marking Examination Scripts | | | | |
| 9.6 | Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent? | X | | |
| 9.7 | Was the general standard and consistency of marking appropriate? | X | | |
| 9.8 | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? | X | | |
| 9.9 | Were you satisfied with the standard and consistency of marking applied by the internal examiners? | X | | |
| 9.10 | 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 | | | | |
| 9.11 | Was the choice of subjects for coursework and / or practical assessments appropriate? | X | | |
| 9.12 | Were you afforded access to an appropriate sample of coursework and / or practical assessments? | X | | |
| 9.13 | Was the method and general standard of assessment appropriate? | X | | |
| 9.14 | Is sufficient feedback provided to students on their assessed work? | X | | |
| Clinical Examinations (if applicable) | | | | |
| 9.15 | Were satisfactory arrangements made for the conduct of clinical assessments? | X | | |
| Sampling of Work | | | | |
| 9.16 | Were you afforded sufficient time to consider samples of assessed work? | X | | |
| Examining Board Meeting | | | | |

| | | Yes (Y) | No (N) | N/A (N/A) |
|--|---|------------|-----------|--------------|
| 9.17 | Were you able to attend the Examining Board meeting? | X | | |
| 9.18 | Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction? | X | | |
| 9.19 | 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) | | | | |
| 9.20 | Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees? | | | |
| 9.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | | | |
| 9.22 | Was the Composite Examining Board conducted according to its rules? | | | |
| Examination of Master's Dissertations (if applicable) | | | | |
| 9.23 | Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent? | | | |
| 9.24 | Was the sample in accordance with the University's sampling guidelines (guidelines provided below)? | | | |
| 9.25 | Were you satisfied with the standard and consistency of marking applied by the Internal Examiners? | | | |
| 9.26 | Were you able to attend the Master's Degree (Dissertation) Stage Examining Board? | | | |
| 9.27 | If so, was the Examining Board conducted properly and in accordance with established procedures? | | | |
| 9.28 | Were the schemes for marking and classification correctly applied? | | | |
| 9.29 | Were the standards of the awards recommended appropriate? | | | |

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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.