



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:	Professor Robert McConnell		
Home Institution / Employer of External Examiner:	Centre for Dentistry, Queens University Belfast		
Programme and / or Subjects Covered by this Report:	Final Dental Examinations		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	27th June 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

Is similar to other dental programmes in UK and follows recommendations of GDC Guidelines.

2. Academic Standards

Standards were in line with other UK institutions. There were some very academic students in this year. Clinical standards are very good indeed.

3. The Assessment Process

I was given an opportunity to assess each stage of the assessment process. I had access to papers and projects. I was an examiner at both the seen and unseen cases for a number of students.

Some of the unseen cases were very complex and it should be a goal of the school to strive to have all students examined a similar case.

20 mins is sufficient for the seen and unseen case examination.

4. Year-on-Year Comments

As usual, arrangements were excellent. The pre – examination information session was very good as was the system of standardising all extern examiners. The examination process is not much more transparent and more efficient than when I started examining 4 years ago and credit goes to the staff for implementing the Externs comments.

I think the students would benefit from closer guidance on the selection of their seen cases.

The GDC would like to see a change in the use of Extern examiners from examiners to a quality assurance role. I think the School needs to address this issue.

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

This year the introduction of a training package for Externs was an excellent idea and should be worked on a bit.

6. Noteworthy Practice and Enhancement Training package for examiners. They coped very well with the presence of the GDC assessors being present in the examination.

7. Appointment Overview (for retiring External Examiners only)

I have enjoyed my four year stint and Extern Examiner at Cardiff. The staff and Students were always very professional and I was always made welcome.

The School will need to address the function of future Extern Examiners at this examination.

I am very happy with examination process and with the standard of students qualifying from Cardiff.

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