



**EXTERNAL EXAMINER ANNUAL REPORT FORM**

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	For completion by External Examiner:		
Name of External Examiner:	Professor David Ricketts		
Home Institution / Employer of External Examiner:	University of Dundee		
Programme and / or Subjects Covered by this Report:	M Clin Dent Prosthodontics		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	13 <sup>th</sup> 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**

**2. Academic Standards**

The academic standards met by the students were good and comparable to those at other institutions where I have examined.

**3. The Assessment Process**

The assessment process was fair, varied and appropriate to the level being examined. The assessments included written papers, general viva voce, project reports/dissertations, unseen cases and case presentations. The cases presented covered a wide range of experience and were of an appropriate complexity for the course sat and examined. I had the opportunity to see the written papers in advance and make comments. Dissertations, case presentations etc. were available for me to review and were of a good to excellent standard.

**4. Year-on-Year Comments**

This is my first year as External examiner for this exam and so cannot compare with previous years.

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

I was provided with all the information necessary prior to the examinations both in written form and verbally. I was invited to Cardiff University Induction program for new examiners but was unable to attend, however, due to the excellent communication with the programme team this did not have an impact.

## **6. Noteworthy Practice and Enhancement**

The organisation and provision of information, exam scripts, reports etc. were all provided in a timely manner. The support staff should be commended for their efficiency.

My only comment would be in relation to the general viva; it would be useful to quarantine the candidates so that no discussions could take place on questions asked, just in case any were repeated. This was not a major issue due to the small number of candidates.

## **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)
<b>Programme/Course Information</b>				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			√
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?	√		
8.4	Were the nature, spread and level of the questions appropriate?	√		
8.5	Were suitable arrangements made to consider your comments?	√		
<b>Marking Examination Scripts</b>				
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?	√		
8.7	Was the general standard and consistency of marking appropriate?	√		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	√		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	√		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
8.13	Was the method and general standard of assessment appropriate?	√		
8.14	Is sufficient feedback provided to students on their assessed work?	√		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	√		
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	√		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	√ by tele- conf eren ce		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	√		
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?	√		
<b>Joint Examining Board Meeting (if applicable)</b>				
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](mailto: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