



## 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](mailto:ExternalExaminers@cardiff.ac.uk).

	For completion by External Examiner:		
Name of External Examiner:	Leigh Ann Randell		
Home Institution / Employer of External Examiner:	Liverpool Dental Hospital		
Programme and / or Modules Covered by this Report	Year 1 BSc in Dental Therapy Year 1 Diploma in Dental Hygiene		
Academic Year / Period Covered by this Report:	2016/2017	Date of Report:	26/06/2017

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)  
There is evidence that the programme is mapped to the learning outcomes required by the General Dental Councils 'Preparing for Practice'.

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

The level of achievement was comparable to other institutions with students at the same point within the DH/DT programme.

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

Learning outcomes were met for both the written and oral assessments and comparable to similar modules taught on other DCP programmes.

The Oral examination which I observed demonstrated the relevant learning and knowledge of a first year Dental Hygiene/BSc Therapy student.

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

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

I was highly impressed with the developments and modifications undertaken since my last visit as external examiner. The explanation of the assessment process to myself, the modifications of the marking criteria and the undertaking of calibration of the internal examiners ensures reproducibility and transparency of assessments.

#### **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)

#### **6. Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

Calibration of internal markers ensured similar results with little need for moderation.

Use of the online 'Cardiff Teampace' for external examiner to access case presentations and view internal examiners comments and marks, prior to and on the day of the oral assessment was highly useful.

Providing students access to their case study in a written format during the oral presentation was beneficial.

Suggestion of having an extra person to scribe the questions asked by the internal examiners may improve detailed feedback for students who has been unsuccessful in their oral presentation.

#### **7. Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

## 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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
<b>Draft Examination Question Papers</b>				
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		
<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?	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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	Y		
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
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		
<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?			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
<b>Examination of Master's Dissertations (if applicable)</b>				
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	<b>Comments on the Examination of Master's Dissertations.</b> <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](mailto: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