



Academic & Student Support Services
Academic Registrar Simon Wright LLB
Gwasanaethau Academaidd a Chefnogi Myfyrwyr
Cofrestrwydd Academaidd Simon Wright LLB

Cardiff University
McKenzie House
30-36 Newport Road
Cardiff CF24 0DE

Tel *Ffôn* | +44(0)29 2087 9189
www.cardiff.ac.uk

Prifysgol Caerdydd
Tŷ McKenzie
30-36 Heol Casnewydd
Caerdydd CF24 0DE

Sent by email to emma.bingham@sheffield.ac.uk

20 July 2016

Dear Mrs Bingham,

Re: Institutional Response: External Examiner Annual Report 2015– 2016

I am writing further to the receipt of your External Examiner's Report for the Diploma of Higher Education in Dental Hygiene.

Your Report has been considered by the School in accordance with our approved procedures. I am, therefore, now in a position to respond on behalf of the Vice-Chancellor to the main points you had raised.

Issues Highlighted

1. Your suggestion that consideration be given to recording case presentations or scribing questions asked to students.
2. Your observation that, for case presentations, a number of students brought in annotated case reports and additional notes and related suggestions to ensure continuity and fairness to all students.

The following response has been provided on behalf of the School:

1. The School is grateful for these suggestions and the concept of recording (visual and/or verbal) viva presentations will be considered at a School-wide level.

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www.caerdydd.ac.uk

2. The School agrees with your suggestion. Although written (and lecture driven) guidance was provided to students there were no explicit instructions to describe what was allowed in the examination room. The School will ensure that the students are instructed that only the original (not annotated) report will be permitted in the case presentations.

The University is pleased to note your positive comments including:

1. your positive indications regarding the programme structure, academic standards and assessment process
2. your confirmation of enhancements made to the assessment process including a calibration process for examiners and modifications to the marking criteria for the case presentation.

I hope that you will find this response satisfactory and we thank you for your continued support of the programme.

In order to meet the expectations of the QAA Quality Code, both the External Examiner Annual Report and this Institutional Response will be published on the University website and will be available to all students and staff.

The University's provision of the formal Institutional Response is not intended to constrain direct communication between schools and their External Examiners. Schools are encouraged to discuss with their External Examiners any matters of detail raised in their Reports and, more widely, any issues impacting on the quality and standards of awards, including possible changes to programmes.

We are most grateful for your comments and for your support in this matter.

Yours sincerely,



Mr Simon Wright
Academic Registrar