



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Shelley Parr		
Home Institution / Employer of External Examiner:	The University of Southampton, Faculty of Medicine		
Programme and / or Subjects Covered by this Report:	BDS <i>BDS in Dentistry (Primary)</i>		
Academic Year / Period Covered by this Report:	Year 1	Date of Report:	30/6/14

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

The structure of the programme is current and coherent and is appropriate for the stated aims and learning outcomes. The course handbook clearly outlines the structure and philosophy of the programme. Having Clinical Dentistry from the start in the form of introductory sessions each Friday is excellent.

2. Academic Standards

I was given access to work from all students including both their examination papers and coursework so that I could sample work from across the range of students and assessments. I focused especially at the threshold and I was very happy that the standards were appropriate in accordance with the QAA FHEQ and similar to those programmes for which I am familiar now (medical programmes) and those that I have been familiar with in the past (dental programmes).

3. The Assessment Process

The assessment is very thorough, and appropriate in line with learning outcomes of the programme and University Policies.

There are quite a few elements of assessments for the students during the year, but it appears that they support the learning of the students well and provide a robust and fair measure of student achievement. The programme and theme leaders clearly

evaluate the methods each year taking into account both student and staff views and make modifications to improve as appropriate. It is clearly a well designed course that has been refined over the years.

4. Year-on-Year Comments

The standards of assessment were similar to last year. I did not raise any issues in my report last year, and the BDS team continue to be very open and honest about their course, willing to discuss all aspects and clearly chosen their assessment and teaching methods carefully with well thought out rationales behind all decisions. The guidance provided is excellent and any requests made are dealt with appropriately. For example I mentioned last year that I would like a bit more advance warning of when to expect examination paper to look at so that I could set aside time in my calendar and this was done

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

NA

6. Noteworthy Practice and Enhancement

The academic review committee and process looks like an excellent explicit and transparent way to identify and support struggling students. I have heard of similar processes elsewhere and may consider developing for my own programme.

As mentioned in section 1, the inclusion of a day per week of clinical dentistry in year 1 of the programme is excellent and noteworthy practice.

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)
Programme/Course Information				
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?			NA
Draft Examination Question Papers				
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		
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?	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		
Coursework and Practical Assessments				
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		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
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		
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?			NA
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
8.22	Was the Composite Examining Board conducted according to its rules?			NA

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