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**Sent by email to [emma.bingham@sheffield.ac.uk](mailto:emma.bingham@sheffield.ac.uk)**

**18 September 2017**

Dear Mrs Bingham,

**Re: Institutional Response: External Examiner Annual Report 2016–2017**

I am writing further to the receipt of your External Examiner's Report for the Diploma of HE in Dental Hygiene (Finals).

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. Suggested consideration of recording case presentations or scribing questions asked of students to assist with any appeals.
2. Suggested consideration of standardising the questions asked of candidates during the case presentations.

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

1. The School of Dentistry is currently exploring the feasibility of video recording oral examinations, with the Year 1 BDS as a "pilot". Evaluation of this process will be used to inform whether the School will introduce this across all programmes.

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2. The School thanks you for your constructive comments. The Programme Lead will be introducing standardised questions to give a framework for the oral examinations for the next academic year 2017/2018.

**The University is pleased to note your positive comments including:**

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. calibration of internal markers has taken place enhancing consistency and validity of the case presentation assessment;
3. Detailed blueprinting of all assessments is evident. Standard setting has been undertaken for all written assessments.

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