

Cardiff University

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Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Dr Richard Bracken		
Home Institution / Employer of External Examiner:	Swansea University		
Programme and / or Modules Covered by this Report	Primary BDS Part 1		
Academic Year / Period Covered by this Report:	2017-2018	Date of Report:	10.07.2018

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board.

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 General Data Protection Regulation (2018).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

On appointment, I have been provided with Guidance documents for External Examiner and the External Examiners schedule for Primary Bachelor of Dental Surgery Part 1.

I have been provided with prior documents i.e. Course Structure and Requirements document which was very helpful in exploring the ingredients and details of marking across modules.

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

As per previous years the procedures in the allocation of students' marks are comparable with other institutions I have been involved with as External Examiner. Exam papers were challenging to good students and facilitated those with lesser ability.

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

I had the opportunity to receive all exam papers prior to the examination period to explore the papers and comment as appropriate. These were returned with some minor points.

The assessments were of sufficient breadth and depth to tax even the more accomplished students. Use of figures and graphs etc to ask students to visualise concepts is important.

I have evaluated exam papers across a range of composite learning/assessed components.

* Unfortunately, due to a cancellation in an inbound morning Frankfurt Flight, I was unable to attend the scheduled meeting and presented apologies. This was disappointing because in view of last years meeting was an excellent way to observe students work and look across modules or student attempts and classifications.

4. **Examination of Master's Dissertations** (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

n/a

5. **Year-on-Year Comments**

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

None.

6. **Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

n/a

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

Students have a range of opportunities for learning (theoretical and practical, group, individual) and the evaluation of the exam scripts also reveals a variety of ways for evaluating students across a range of abilities.

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

n/a

9. 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				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?		N	
Commenting on draft examination question papers				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
Examination scripts				* See 3 above
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?			
9.7	Was the general standard and consistency of marking appropriate?			
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			
Coursework and practical assessments				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?			
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			
9.13	Was the method and general standard of assessment appropriate?			
9.14	Is sufficient feedback provided to students on their assessed work?			
Clinical examinations (if applicable)				n/a
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
Sampling of work				

9.16	Were you afforded sufficient time to consider samples of assessed work?			n/a
Examining board meeting				
9.17	Were you able to attend the Examining Board meeting?		N – see 3 above	
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			
9.19	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)				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			n/a
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
9.22	Was the Composite Examining Board conducted according to its rules?			

Please return this Report, **in a Microsoft Word format**, by email to:
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

