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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:	Emma Bingham		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Modules Covered by this Report	Diploma in Dental Hygiene		
Academic Year / Period Covered by this Report:	2018	Date of Report:	05/07/2018

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)

The Diploma programme is current and comparable to other Diploma in Dental Hygiene programmes within the UK. There is evidence that the programme is mapped closely to the General Dental Councils' Preparing for Practice documentation.

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

I have been an external examiner at a number of other UK HEIs, the academic standards at Cardiff are comparable to other UK institutions offering the Diploma in Dental Hygiene.

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

The assessment is appropriately designed and applied. There are clear assessment criteria, blueprinting and marking schemes for all assessments. The assessment process is robust and comparable to other UK Diploma in Dental Hygiene programmes.

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

Not applicable

5. Year-on-Year Comments

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

In my last report I mentioned introducing standardised questions for the case presentation assessments. Thereby all students receiving a similar assessment albeit on different cases. This was introduced this year and appeared to work well. I had previously commented on recording these assessments and was informed that a trial was to take place.

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)

Not applicable

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

I was pleased to see the introduction of standardised questions and a new marking criteria rubric for the case presentations. Now this has been introduced is there a need to 'quarantine' students who complete the assessment so they cannot come into contact with those who are still to be assessed?

The introduction of standardised questions did mean that on occasion students were asked questions that didn't solely relate to their case. It may mean that some of the questions need to be broader so that students are able to relate them to the case they are presenting.

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

The Diploma programme has been developed considerably over the last four year whilst I have been external examiner. The programme is fair and robust which prepares students well for their future career. The programme is delivered by a team of dedicated staff. I have thoroughly enjoyed my time at Cardiff and would like to wish everyone well for the future.

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?	Y		
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				
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?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	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				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?	Y		
Sampling of work				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining board meeting				
9.17	Were you able to attend the Examining Board meeting?	Y		

9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A

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