



EXTERNAL EXAMINER ANNUAL REPORT FORM

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 Gill Jones		
Home Institution / Employer of External Examiner:	N/A		
Programme and / or Modules Covered by this Report	BSc in Dental Therapy and Hygiene		
Academic Year / Period Covered by this Report:	2017-18	Date of Report:	July 4 th 2018

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

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 Data Protection Act (1998).

Please extend spaces where necessary.

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

This is a well-constructed programme. It is clearly mapped to the General Dental Council's 'Preparing for Practice' Learning Outcomes and the teaching and learning is delivered within a horizontal and vertically integrated spiralling curriculum.

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

The standards expected are comparable to those in other equivalent institutions which I am familiar with.

I was impressed with the quality and range of questioning by all the teams in the different module case presentations I observed. In future the teams may consider it may be useful to also have a focus on shared care and referrals. I was pleased to see the depth and application of knowledge and the comprehensive use of evidence by candidates.

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

The standard setting and benchmarking has improved considerably in the last three years and the use of appropriate psychometrics is to be commended.

The team may consider reviewing the number of assessments and consider linking assessments to reflect holistic care.

Using an unseen case is a valuable and effective assessment but the team may wish to review the marks awarded in relation to Scope of Practice, Direct Access and treatment decision making.

The team should reflect on the use of compensation between Case Reports and the viva.

4. Year-on-Year Comments

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

Sign-up to finals should be clearly defined to ensure only those students who are ready to progress are able to take the final assessments. The use of the Liftupp programme will be invaluable in reviewing professionalism and will support progression decisions.

I am pleased to see my recommended changes to the project have been reflected on but would still recommend that the title Research Project should not be used as this is misleading.

The quality of some of the Dental Public Health assessment questions needs review.

5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

N/A

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

The introductory examiner briefing before the case presentation assessments was excellent and highly appreciated for setting the scene and ensuring both internal and external examiners were appropriately prepared.

The integrated practice and shared care of patients between BDS dental students and the Therapy and Hygiene students is developing but needs to be further enhanced to ensure the students are fully prepared for responding to Direct Access in the workplace.

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

I would like to thank the team for their support and hospitality during my period as External Examiner. I have appreciated the responses to any points I have raised and I have always received detailed and relevant documentation and have had ample opportunity to review scripts in a timely way. The documentation for this course is to be highly commended.

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?	Y		
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?	Y		

Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				
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?	N/A		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	N/A		
8.22	Was the Composite Examining Board conducted according to its rules?	N/A		
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?	N/A		
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?	N/A		
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?	N/A		
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?	N/A		
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?	N/A		
8.28	Were the schemes for marking and classification correctly applied?	N/A		
8.29	Were the standards of the awards recommended appropriate?	N/A		
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i>			

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

A handwritten signature in black ink that reads "Jim Jones". The signature is written in a cursive style and is underlined with a single horizontal line.

4/7/18