



EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at:

<http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Gill Jones		
Home Institution / Employer of External Examiner:	Plymouth University Peninsula Schools of Medicine and Dentistry		
Programme and / or Subjects Covered by this Report:	BSc in Dental Hygiene and Therapy		
Academic Year / Period Covered by this Report:	2015-16	Date of Report:	Sept 12 th 2016

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 programme appears to appropriately reflect the requirements of the GDC Preparing for Practice (2015) learning outcomes and the GDC Standards for the Dental Team (2013).

2. Academic Standards

The programme maintains the threshold academic standards set for its award in accordance with the frameworks for higher education qualifications and applicable benchmark statements. The academic standards and the achievements of students are appropriate and comparable with those in other UK higher education institutions of which I have had experience.

3. The Assessment Process

3.1 The measures used allow students to denote having reached the required levels of achievement in each of the years of the course. The written assessments appear to be a robust and fair assessment of knowledge and understanding required for progression in each year. The different types of question formats used in the modules offer an inclusive approach.

3.2 It was interesting to compare the judgments applied by internal examiners during the case presentations for each cohort. I would recommend a more robust approach to training,

standard setting and benchmarking with these reports reviewed by psychometrics and available to External Examiners before the assessments start.

3.3 I was very pleased to be able to observe all assessor panels throughout the three days and the timetables allowed for this.

4. Year-on-Year Comments

Communication with the staff involved was very helpful and inclusive and the Administration team were very efficient. Having each Board on the same day as the assessment was extremely useful.

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

I was able to attend the External Examiners' Conference in January but it was disappointing not to have met any of the staff involved in the BSc course at that time but understand the difficulties of separate sites and workloads.

The information sent to me about the course was comprehensive and very useful.

6. Noteworthy Practice and Enhancement

This appears to be a very well structured and competently delivered course with real commitment from all the staff involved.

7. Appointment Overview (for retiring External Examiners only)

N/A

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		

		Yes (Y)	No (N)	N/A (N/A)
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?			N/A
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?			N/A
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?	By telep hone		
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

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