



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Susan Cunningham		
Home Institution / Employer of External Examiner:	UCL Eastman Dental Institute		
Programme and / or Subjects Covered by this Report:	MScD in Orthodontics		
Academic Year / Period Covered by this Report:	2013-14	Date of Report:	30 th May 2014

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 structure and content of the programme are appropriate for the aims, learning outcomes and programme specification.

2. Academic Standards

The standard of the clinical and academic work was comparable with other schools where I examine/have examined in the past.

3. The Assessment Process

The combination of assessment methods, and the balance between them, is appropriate and the assessments were fair throughout. The assessments were discriminatory.

4. Year-on-Year Comments

The secure electronic storage system makes checking of written questions, examination scripts and case reports very straight forward - this is a really useful system and definitely to be recommended.

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

N/A

6. Noteworthy Practice and Enhancement

The secure electronic storage site (as discussed above) makes the whole process much easier.

We continued with the system that both externals asked the same questions in the general viva and this should continue in future examinations.

7. Appointment Overview (for retiring External Examiners only)

It has been a pleasure examining in Cardiff. The organisation has been excellent and I was kept informed at all stages of the process. I saw all written papers and was able to feedback comments which were incorporated into the final paper. I also saw all examination scripts. Both examiners see a good representation of the dissertations and the case reports. The programme is well run by all staff involved and they are to be commended on their hard work.

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?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			√
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	√		
8.4	Were the nature, spread and level of the questions appropriate?	√		
8.5	Were suitable arrangements made to consider your comments?	√		
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?	√		
8.7	Was the general standard and consistency of marking appropriate?	√		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	√		
8.10	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				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate? <i>(I was not involved in the assessment of "coursework" as such but there is a good variety of topics for the research dissertations)</i>			√
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments? <i>(I was not involved in the assessment of "coursework" as such but I did see a good selection of research dissertations and case reports)</i>	√		
8.13	Was the method and general standard of assessment appropriate? <i>(As above)</i>	√		
8.14	Is sufficient feedback provided to students on their assessed work? <i>(As above)</i>	√		

		Yes (Y)	No (N)	N/A (N/A)
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	√		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work? <i>(Yes. As in previous years, it was extremely helpful to be sent the dissertations and the clinical case reports well in advance – very many thanks)</i>	√		
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?	√		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	√		
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?	√		
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?			√
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			√
8.22	Was the Composite Examining Board conducted according to its rules?			√

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