



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor Julian Satterthwaite		
Home Institution / Employer of External Examiner:	University of Manchester		
Programme and / or Subjects Covered by this Report:	PgDip Dental Studies		
Academic Year / Period Covered by this Report:	13/14	Date of Report:	27 <sup>th</sup> 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 outline structure of the programme, being a distance learning programme with 15 credit modules delivered in ~5units each, is appropriate to the subject area and level of study. Importantly, this allows the flexibility essential to the target student population (working clinical practitioners).

### 2. Academic Standards

The academic standards are broadly appropriate to the level of study. Guidance for candidates within the unit handbooks is clear and explicit.

### 3. The Assessment Process

As mentioned previously, considering the low credit value assigned to each unit, the assessment load is appropriate, yet is also potentially limited as such a low-value assessment does not fully allow for evidencing of higher level judgement, particularly when considering the QAA level 7 descriptors relating to complex issues and critical awareness.

The marking sheets provide evidence of a thorough marking process, with most assessments being double marked.

Although the sample of assessments seen (one candidate for many units), does not allow for a full comment on assessment reliability, across the units there is clear evidence of a broad range of marks being used to reflect the difference in performance of the candidates.

Having reviewed all assessments, the marks awarded by the internal examiners are appropriate at PG level for the work submitted, and are consistent where assessments are double marked: no further moderation of assessment was required.

The feedback is of a high standard and should be commended.

#### **4. Year-on-Year Comments**

Standards and feedback remain consistently high.

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

n/a

#### **6. Noteworthy Practice and Enhancement**

The flexible and distance-learning nature of study  
High levels and standard of feedback

#### **7. Appointment Overview (for retiring External Examiners only)**

The subject areas may appear disparate to an external viewer not familiar with general dental practice, but the content forms a coherent programme of study ideally suited to the target student population (general dental practitioners in clinical practice). Within the UK, this group have few opportunities for flexible study, particularly in relation to credit-bearing programmes leading to a PG award. The PDDS intake has now ceased with the programme being discontinued; in the context of few other such programmes this is clearly disappointing: the programme has potential to be developed into a full Master's programme with little further work and would then have even wider appeal.

## 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)
<b>Programme/Course Information</b>				
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?		N	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?			N/A
8.4	Were the nature, spread and level of the questions appropriate?			N/A
8.5	Were suitable arrangements made to consider your comments?			N/A
<b>Marking Examination Scripts</b>				
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?			N/A
8.7	Was the general standard and consistency of marking appropriate?			N/A
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			N/A
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			N/A
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
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
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		
<b>Joint Examining Board Meeting (if applicable)</b>				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			<b>N/A</b>
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>N/A</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>N/A</b>

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

[ExternalExaminers@cf.ac.uk](mailto: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