

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from [ExternalExaminers@cardiff.ac.uk](mailto:ExternalExaminers@cardiff.ac.uk).

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	For completion by External Examiner:		
Name of External Examiner:	Dr Esther Hullah		
Home Institution / Employer of External Examiner:			
Programme and / or Modules Covered by this Report	Intermediate BDS		
Academic Year / Period Covered by this Report:	2017-2018	Date of Report:	28/06/2018

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 material covered included relevant content that would be expected at this stage of the undergraduate course.

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

The academic standard is comparable with those in other UK higher education institutions with which I am familiar.

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

*Written assessments*

The Human Disease paper was reviewed prior to the examination and there was opportunity to comment. The paper was well structured and included a large range of themes. The overall standard of answers was very good. All marked scripts were available to review along with internal marks. There was evidence of a clear marking

structure and papers were marked by two examiners. Standards were determined prior to the examination.

There was evidence of standard setting and subsequent score normalisation in the other written papers.

### *Oral assessments*

The case reports were available to view prior to the examination. The case report vivas were well organised and there was a clear marking scheme so that internal marking with two examiners was reliable and fair. The calibration exercise, performed by the examiners and students was very helpful in ensuring the standard set was consistent. The students were able to demonstrate breadth and depth of knowledge over a wide range of themes and overall the students performed very well.

### *Examination Board*

The meeting was well organised, according to current regulations. There was opportunity to discuss issues with regard to the examination process.

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](#).]

The comments made in the previous external examiner reports have been considered and accepted.

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)

This is my first year as an external examiner and I received all the documentation required to carry out the roles and responsibilities of an external examiner. The administration team were very helpful with any queries, both prior to the examination and during the examination.

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

Overall the students demonstrated a very good level of knowledge. If the current honours system is to be reconsidered, this may provide the opportunity to revisit the

grade boundaries. In particular this would help give recognition to students who have performed very well.

The examination is robust and fair and of the appropriate standard. Further development of the standard setting process would be beneficial, not only for the borderline pass candidates but for the merit and distinction marks.

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

## 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)
<b>Programme/Course information</b>				
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?			N/A
<b>Commenting on draft examination question papers</b>				
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		
<b>Examination scripts</b>				
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		
<b>Coursework and practical assessments</b>				
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		
<b>Clinical examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
<b>Sampling of work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining board meeting</b>				
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		
<b>Joint examining board meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			<b>N/A</b>
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>N/A</b>
9.22	Was the Composite Examining Board conducted according to its rules?			<b>N/A</b>

Please return this Report, **in a Microsoft Word format**, by email to:  
[externalexaminers@cardiff.ac.uk](mailto: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:

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