



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:	Emma Bingham		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Subjects Covered by this Report:	Diploma in Dental Hygiene		
Academic Year / Period Covered by this Report:	2015/2016	Date of Report:	24 June 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 Diploma programme is current and comparable to other Diploma in Dental Hygiene programmes within the UK. There is evidence that the programme is mapped closely to the General Dental Councils' Preparing for Practice documentation.

2. Academic Standards

The academic standards are comparable to other UK institutions offering the Diploma in Dental Hygiene.

3. The Assessment Process (including dissertations, if appropriate)

The assessment is appropriately designed and applied. There are clear assessment criteria, blueprinting and marking schemes for all assessments.

4. Year-on-Year Comments

Since the previous examination it is noticeable that modifications to processes and procedures have been applied. The examiners have now been involved in a calibration process prior to the case presentation assessments. The marking criteria for the case presentation examination has been modified to align with other programmes offered at Cardiff dental school. I think that the presentation has been enhanced further by removing the need for the patient to be present whereby all

students are now sitting the same assessment irrespective if their patient attends or not.

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

6. Noteworthy Practice and Enhancement

Calibration of internal markers has taken place enhancing consistency and validity of the case presentation assessment. New tutors also have the opportunity to shadow these assessments in preparation for their future role as internal examiners.

Detailed blueprinting of all assessments is evident.

Recording case presentations or scribing questions asked to students could also be considered to assist with any appeals.

During the case presentations a number of students presented with annotated case reports and additional notes. For continuity and fairness to all students I would suggest that the report submitted via Turnitin is then provided to the student on entering the room for the assessment. Although students did not often refer to the case report during the assessment some students may have benefitted from the additional information had they looked at their notes.

7. Appointment Overview (for retiring External Examiners only)

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?			N/A
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				

		Yes (Y)	No (N)	N/A (N/A)
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

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:

Quality and Standards, Registry Officer, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE