



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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).

	For completion by External Examiner:		
Name of External Examiner:	Dr Anne Hegarty		
Home Institution / Employer of External Examiner:	Charles Clifford Dental Hospital, STHFT, Sheffield		
Programme and / or Modules Covered by this Report	IBDS examination		
Academic Year / Period Covered by this Report:	2016/2017	Date of Report:	29/06/17

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

**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 Data Protection Act (1998).**

Please extend spaces where necessary.

**1. Programme Structure** (curriculum design, programme structure and level, methods of teaching and learning)

The structure was coherent and current and included the elements expected at this stage of dental undergraduate learning. It was evident that all parts of the curriculum including delivery and assessment are considered regularly and amended if necessary. There were ample opportunities to discuss the programme on an informal basis during the 2 days of the examination. Key documentation was sent in hard copy to me ahead of the examination and procedural documents were made available when I arrived.

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

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

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

This was my fourth year as External Examiner for Cardiff Dental School and overall I felt the Examination once again was fair, well-structured and organised covering a breadth of topics in sufficient detail relevant to the stage of learning. I focussed on the Human Diseases paper which incorporated a wide range of themes and overall standard of answers was good. The overall standard with regards the case report vivas was also good.

This year the external examiners had a quality assurance role rather than being actively involved in examining as in previous years. I thought this worked very well and would encourage this in the future. I was happy that the assessment method, and volume of assessment, were appropriate and the assessment criteria, marking schemes and award classifications set at the appropriate level.

Apart from being sent case reports to view, I was not given any samples of coursework or practical assessments to review. I was not informed of or able to assess if sufficient feedback was provided to students on their assessed coursework.

The case report viva assessments were well organised and of sufficient length to allow questioning of the candidates on both case reports. The internal examiners used the time to cover a wide range of topics allowing students the ability to demonstrate their knowledge and understanding of the cases and questions asked were appropriate and sufficiently in-depth. The students presented themselves professionally in their viva assessments.

I would recommend 2 cases are presented again next year and continue same process of assessment with same timing of the viva assessments. The 2 cases should be different with 1 ideally incorporating some complexities such as complex medical history or varied dental/periodontal issues.

The Board meeting was held at an appropriate time. The meeting was well organised and conducted properly and satisfactorily, in accordance with established procedures. There were adequate opportunities to discuss the Programme and examination with the Examining Board members and sufficient time to discuss candidates who received a fail mark.

The School office staff were all excellent in the trouble taken to ensure the smooth running of the examination and in welcoming and looking after the external examiners.

Overall I have no doubt that this examination is robust, fair and is of an appropriate standard. The objectives of the programme, the structure, content, methods of assessment and standards of assessment are highly appropriate. I recommend continuing with the calibration process.

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

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

As an external examiner I valued the provision of a marking scheme for the case report viva. It was extremely valuable when observing the marks given by sets of internal examiners. I felt that internal examiners covered a broad range of questions exploring a wide range of topics and the experienced examiners scored similarly and were able to come to an agreed mark quite quickly. . However I would suggest new examiners should be encouraged to spend some time observing the case report vivas before examining to improve their understanding of the marking criteria and appropriate allocation of marks. This will strengthen standardisation of marking.

#### 5. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

Adequate information was provided to me in a timely manner. The administration staff have been excellent in their organisation and handling of the dissemination of all the necessary documentation leading up to and during the course of the examination.

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

I recommend continuing the external examiners in a QA role. Providing cohort and individual feedback to students following results is advisable and should continue. I am pleased to see standard setting of examination questions has been introduced for more consistency however this is still lacking in the Human Diseases section and I would therefore like to see this in place next year. The statistics I was provided with regards the Human Disease section showed the lowest scored questions were the BLS question and question on granulomatous diseases and I would suggest these topics are reviewed and the teaching of these topics explored.

Students should be encouraged to present the main points of their cases at the viva rather than verbalising directly what is included in the report and they should also be reminded that if they incorporate references they should be expected to be asked about these.

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

This was my fourth year as External Examiner for Cardiff Dental School and overall I felt the Examination once again was fair, well-structured and organised covering a breadth of topics in sufficient detail relevant to the stage of learning. I focussed on the Human Diseases paper which incorporated a wide range of

themes and overall standard of answers was good. I recommend continuing the external examiners in a QA role.

Providing cohort and individual feedback to students following results is advisable and should continue. I am pleased to see standard setting of examination questions has been introduced for most sections for more consistency however this is still lacking in the Human Diseases section and I would therefore like to see this in place next year. Providing external examiners with statistical feedback on questions and student performance is really helpful and should continue.

Finally I would like to thank the organising team and the internal examiners for their input and help. As external examiner for 4 years, it has been a very rewarding experience.

## 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?	Y		
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?		N	
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
<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?	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		
<b>Coursework and Practical Assessments</b>				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?			N/A

8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?			N/A
8.13	Was the method and general standard of assessment appropriate?			N/A
8.14	Is sufficient feedback provided to students on their assessed work?			N/A
<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>				
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?		N	
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
<b>Examination of Master's Dissertations (if applicable)</b>				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
8.28	Were the schemes for marking and classification correctly applied?			N/A
8.29	Were the standards of the awards recommended appropriate?			N/A
8.30	<b>Comments on the Examination of Master's Dissertations.</b> <i>Please provide any comments you may wish to make on the issues raised above.</i>			

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

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above email address or in hard copy to:

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Road, Cardiff, CF24 0DE