



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and is available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>

	For completion by External Examiner:		
Name of External Examiner:	Gill Jones		
Home Institution / Employer of External Examiner:	Plymouth University Peninsula Schools of Medicine and Dentistry		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	BSc in Dental Hygiene and Therapy		
Academic Year / Period Covered by this Report:	2016-2017	Date of Report:	July 4 <sup>th</sup> 2017

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

This is a comprehensive and appropriate curriculum in line with other similar courses.

However, I have concerns that the final year project is designated a 'research' project as it appears there is limited teaching in research methodology and the majority of students are only able to undertake literature reviews in the time available. The handbook promotes critical appraisal and although I totally agree this is an invaluable and necessary skill for all dental professionals I am not sure to what extent the project assesses these skills. I would suggest the curriculum team review the structure of the project and marking scheme.

### 2. Academic Standards

The programme maintains the threshold academic standards set for its award in accordance with the frameworks for higher education qualifications and applicable benchmark statements. The academic standards and the achievements of students are appropriate and comparable with those in other UK higher education institutions of which I have had experience. From my observations of case presentations and review of written assessments I am satisfied that the academic standards are equivalent to those set in other institutions but I would like to see more robust standard setting and benchmarking to ensure students are not overmarked.

### **3. The Assessment Process**

3.1 The measures used allow students to show the required levels of achievement in each of the years of the course. The majority of written assessments appear to be a robust and fair assessment of knowledge and understanding required for progression in each year. The different types of question formats used in the modules offer an inclusive approach.

3.2 I raised concerns about the appropriateness and level of difficulty of the questions in the Dental Public Health assessment and was pleased to see amendments but I recommend a review of the DPH curriculum and more attention to detail in assessment setting.

3.2 It was interesting to compare the judgments applied by internal examiners during the case presentations for each cohort. I again recommend the importance of a robust approach to training, standard setting and benchmarking with reports prepared by psychometrics and available to External Examiners.

3.3 I was very pleased to be able to observe all assessor panels throughout the two case presentation days and the timetables allowed for this. It would be useful to have panels in close proximity to enable easy movement between rooms for External Examiners.

3.4 I expected to be sent a range of student 'research' projects prior to the BSc DHT final Exam Board to confirm my agreement with the QA of the process and levels of attainment. I have subsequently requested projects to review but as I had not had an opportunity to see examples prior to the Board, my understanding of marks awarded and the subsequent level of the final awards was not possible.

3.5 I would ask the School to review the practice of compensation between the case Presentation Report and the Case Presentation Viva as most students scored well in the report but when tested on their understanding and depth of knowledge the weaker students were still able to pass at a high level because of the compensation.

3.6 The paediatric case report viva marking criteria sheet is comprehensive. I understand that all forms used are shared with students but the School may need to consider that the use of different style forms for the different case presentations across the years may confuse students.

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

Communication with the staff involved was very helpful and inclusive and the Administration team were very efficient.

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

N/A

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

This appears to be a very well structured and competently delivered course in most areas with real commitment from all the staff involved.

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

N/A

## 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?	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		
<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	
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?		N	
<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?	Y		
<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?	<b>Y</b>		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	<b>Y</b>		
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?	<b>Y</b>		
<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:

External Examiners, Registry & Academic Services, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE