



## 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:	Gill Jones		
Home Institution / Employer of External Examiner:	Plymouth University Peninsula Schools of Medicine and Dentistry		
Programme and / or Subjects Covered by this Report:	PG Diploma in Dental Studies School of Postgraduate Medicine and Dentistry		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	May 5 <sup>th</sup> 2015

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

Excellent course structure enabling participants to display a wide range of attributes. The programme appropriately reflects additional clinical consolidation of value to individuals wishing to progress their knowledge and enhance skills.

### 2. Academic Standards

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. The academic standards and the achievements of students are appropriate and comparable with those in other UK higher education institutions of which the External Examiner has experience.

### 3. The Assessment Process

Clearly defined but perhaps weighted too far to essay format. A more inclusive approach using different types of assessment might be more testing of the candidates.

However, the measures used identify student achievement and appear to rigorously and fairly quantify against the intended learning outcomes of the programme.

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

The communication from the staff involved is excellent and this has obviously been a very well managed and delivered course with real commitment from all the staff involved.

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

N/A.

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

Wide range of appropriate options for participants.

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

I would like to extend my thanks to the team for their support throughout this last year. I really had hoped the course would continue to run as it is of a very high standard, competitive in the marketplace and serves a very useful purpose. Without a course of this nature in Wales there will be a large gap in continuing dental education.

## 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?	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?			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?	<b>By telep hone</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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,  
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE