



EXTERNAL EXAMINER ANNUAL REPORT FORM

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

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| | For completion by External Examiner: | | |
| Name of External Examiner: | Professor StJohn Crean | | |
| Home Institution / Employer of External Examiner: | University of Central Lancashire | | |
| Programme and / or Subjects Covered by this Report | BDS | | |
| Academic Year / Period Covered by this Report: | 2016 | Date of Report: | 25/08/16 |

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

The head of exams holds an explanatory session for the external examiners before each years diet. I have attended three up to this point, highlighting the various elements of and their contribution to the finals award. I have noted how the changes over the past 3 years have been introduced.

2. Academic Standards

The academic standards are similar to those of other institutions I have worked in/examined for as an external examiner. The leads for the exam/assessments/education standards process(es) appear to work well together, and in my time have addressed a number of issues around staff training, standardisation and validity. The external examiners have been appreciative of their efforts. I believe the academic standards of the exam continue to improve. I would suggest that they would be supported by the addition of a psychometrician into the team to provide greater depth of analysis and feedback to the performance of the various aspects of the assessment.

3. The Assessment Process

Assessment process changed this year to reflect the observations of the external examiners, and I/we were grateful for that. The students as a consequence had a more equitable and better structured experience the range of material examined is equal to that of other schools and my particular area is likewise on a par.

The efforts the exam/assessment team have gone to standardise the experience has required significant effort and whilst there has been great improvement the team are committed to continuing this change with further changes planned for next

year which I see as beneficial. The main areas of challenge are to ensure that each student is getting the same level of examination reflective of the broader curriculum rather than in areas of specialist interest only. This is a challenge across dental education in general but is reflective of the need for intensive and repeated examiner training, which is the focus of the Cardiff team.

4. Year-on-Year Comments

Each year we have identified areas of need for change, in the written paper and the seen and unseen cases. This year those changes have been implemented and have had a significant impact. There are more changes to be made and the team are following these up.

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

N/A

6. Noteworthy Practice and Enhancement

The level of cooperation evident between the academic and administrative support at school level I believe provides a solid frame work for the school to satisfy the demands of the regulatory body.

The willingness for the team to introduce change after constructive external feedback is laudable

The blended approach to assessment is worthy of any contemporary assessment process.

7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)

8. Appointment Overview (for retiring External Examiners only)

9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

| | | Yes (Y) | No (N) | N/A (N/A) |
|---|---|------------|-----------|--------------|
| Programme/Course Information | | | | |
| 9.1 | Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments? | + | | |
| 9.2 | Were you asked to comment on any changes to the assessment of the Programme? | + | | |
| Draft Examination Question Papers | | | | |
| 9.3 | Were you asked to approve all examination papers contributing to the final award? | + | | |
| 9.4 | Were the nature, spread and level of the questions appropriate? | + | | |
| 9.5 | Were suitable arrangements made to consider your comments? | + | | |
| Marking Examination Scripts | | | | |
| 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? | | | + |
| 9.7 | Was the general standard and consistency of marking appropriate? | | | + |
| 9.8 | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? | + | | |
| 9.9 | Were you satisfied with the standard and consistency of marking applied by the internal examiners? | + | | |
| 9.10 | In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment? | + | | |
| Coursework and Practical Assessments | | | | |
| 9.11 | Was the choice of subjects for coursework and / or practical assessments appropriate? | + | | |
| 9.12 | Were you afforded access to an appropriate sample of coursework and / or practical assessments? | + | | |
| 9.13 | Was the method and general standard of assessment appropriate? | + | | |
| 9.14 | Is sufficient feedback provided to students on their assessed work? | | | + |

| | | Yes (Y) | No (N) | N/A (N/A) |
|--|---|------------|-----------|--------------|
| Clinical Examinations (if applicable) | | | | |
| 9.15 | Were satisfactory arrangements made for the conduct of clinical assessments? | + | | |
| Sampling of Work | | | | |
| 9.16 | Were you afforded sufficient time to consider samples of assessed work? | | | + |
| Examining Board Meeting | | | | |
| 9.17 | Were you able to attend the Examining Board meeting? | + | | |
| 9.18 | Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction? | + | | |
| 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? | + | | |
| Joint Examining Board Meeting (if applicable) | | | | |
| 9.20 | Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees? | | | + |
| 9.21 | If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees? | | | + |
| 9.22 | Was the Composite Examining Board conducted according to its rules? | | | + |
| Examination of Master's Dissertations (if applicable) | | | | |
| 9.23 | Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent? | | | |
| 9.24 | Was the sample in accordance with the University's sampling guidelines (guidelines provided below)? | | | |
| 9.25 | Were you satisfied with the standard and consistency of marking applied by the Internal Examiners? | | | |
| 9.26 | Were you able to attend the Master's Degree (Dissertation) Stage Examining Board? | | | |
| 9.27 | If so, was the Examining Board conducted properly and in accordance with established procedures? | | | |
| 9.28 | Were the schemes for marking and classification correctly applied? | | | |
| 9.29 | Were the standards of the awards recommended appropriate? | | | |

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:

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

SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.