



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Simon Whawell		
Home Institution / Employer of External Examiner:	School of Clinical Dentistry, University of Sheffield		
Programme and / or Subjects Covered by this Report:	Primary BDS part 2		
Academic Year / Period Covered by this Report:	2013/14	Date of Report:	7.7.14

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 second year dentistry programme at Cardiff is an excellent mixture of basic science and clinical subject material that will prepare the students well for their future work. Being non-clinical my focus is on this part of the programme and its assessment.

### 2. Academic Standards

The Academic standards of this programme are in line with others that I examine and at my home Institution. I had opportunity to examine work from both those that had failed and those that had performed very well. Having done this there was no doubt in my mind that the level and marking processes were entirely appropriate with the pass mark being set at a suitable level. I also noted that failed students had either failed multiple components of the examinations or had not done well, a further indication of the fairness of the process.

### 3. The Assessment Process

The assessment process is very thorough with many components contributing to the overall mark. This makes the final spreadsheet a complicated one but the mixture of assessment methods (essays, MSAs, coursework and spotter exam) is entirely appropriate, in line with good practice and will ensure the students remain focussed throughout the year. I was forwarded examination questions and model answers in good time and my minor comments were acted upon. There were arrange of marks

for the MSAs, I have suggested that an average mark at the bottom of the spreadsheet may identify any questions that the students performed particularly well or badly on.

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

I was pleased to see that my previous comments on standard setting had been acted upon by the Course Director with meetings arranged to discuss the pass mark for the MSAs. I would like this to be extended to all subject areas.

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

N/A

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

In addition to the comments above relating to standard setting I think that there is noteworthy administrative practice from Fiona Kiely and Rhian Harford whose preparation of the spreadsheets and communication with me was excellent.

#### **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?	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?	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?	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?			<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