

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

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|---|---|-----------------|-----------------------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Erica Clough | | |
| Home Institution / Employer of External Examiner: | Teesside University | | |
| Programme and / or Modules Covered by this Report | Certificate of Higher Education in Dental Nursing | | |
| Academic Year / Period Covered by this Report: | 2017-18 | Date of Report: | 6 th August 2018 |

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board.

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 General Data Protection Regulation (2018).

Please extend spaces where necessary.

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

The Programme Structure is well designed with a good balance of practice and theory. The curriculum design is contemporary and innovative drawing from best practice and utilising varied methods of learning and teaching which support and meet the needs for a range of students. This ensures the students learning is current and reflects the consistently high achievement of the students on the course. All feedback offered by tutors is developmental and supportive which ensures students are able to learn and develop as they progress through the programme.

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

The course continues to maintain the threshold academic standards in accordance with the frameworks for higher education qualifications. The academic standards and the achievements of students are comparable with other education institutions of which I have experience with. In addition the General Dental Council (GDC)

requirements that the use of standard setting continues to be maintained, where possible, for all assessments with clear mapping to the GDC required standards.

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

There is a clear assessment strategy which ensures formative and summative assessments take place at appropriate points in the students learning to ensure students have the best opportunities to be successful. All assessments are appropriate, and students are able to demonstrate their understanding and knowledge of the module aims and learning outcomes. This is further supported by feedback for both formative and summative assessments which is comprehensive and developmental.

The range of assessments ensures students with different learning styles and needs are given fair opportunities to achieve the learning outcomes of the module and programme.

4. Examination of Master's Dissertations (sample of dissertations received, appropriateness of marking schemes, standard of internal marking, classification of awards)

5. Year-on-Year Comments

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

The programme team are committed to the robustness of the course and continually reflect and develop the programme, learning outcomes and assessments to maintain the high standards expected by the University and the GDC. The team work hard to ensure students receive an excellent experience both clinically and academically.

6. Preparation for the role of External Examiner (for new External Examiners only) (appropriateness of briefing provided by the programme team and supporting information, visits to School, ability to meet with students, arrangements for accessing work to review)

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

The team use a variety learning and teaching methods, alongside a range of assessments which recognises and supports the different learning styles of the students. The maintains all student are offered equal and fair opportunities to be successful during their academic study and achieve the learning outcomes of the modules and programme.

The tutors work extremely hard to ensure the programme is innovative, contemporary and fair, ensuring students complete the programme as articulate, creative and competent confident dental nurses with the skills and knowledge to reflect critically at the level of a safe beginner.

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

It has been a pleasure to work and support the programme team who are clearly committed and knowledgeable on the programme. The team take time to reflect on their own practice and teaching to ensure the students are supported throughout the course

9. 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) |
|--|---|------------|-----------|--------------|
| Programme/Course information | | | | |
| 9.1 | Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments? | Y | | |
| 9.2 | Were you asked to comment on any changes to the assessment of the Programme? | Y | | |
| Commenting on draft examination question papers | | | | |
| 9.3 | Were you asked to approve all examination papers contributing to the final award? | Y | | |
| 9.4 | Were the nature, spread and level of the questions appropriate? | Y | | |
| 9.5 | Were suitable arrangements made to consider your comments? | Y | | |
| 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? | Y | | |
| 9.7 | Was the general standard and consistency of marking appropriate? | Y | | |
| 9.8 | Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks? | Y | | |
| 9.9 | Were you satisfied with the standard and consistency of marking applied by the internal examiners? | Y | | |
| 9.10 | In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment? | Y | | |
| Coursework and practical assessments | | | | |
| 9.11 | Was the choice of subjects for coursework and / or practical assessments appropriate? | Y | | |
| 9.12 | Were you afforded access to an appropriate sample of coursework and / or practical assessments? | Y | | |
| 9.13 | Was the method and general standard of assessment appropriate? | Y | | |
| 9.14 | Is sufficient feedback provided to students on their assessed work? | | | |
| Clinical examinations (if applicable) | | | | |
| 9.15 | Were satisfactory arrangements made for the conduct of clinical assessments? | Y | | |
| Sampling of work | | | | |
| 9.16 | Were you afforded sufficient time to consider samples of assessed work? | Y | | |
| Examining board meeting | | | | |
| 9.17 | Were you able to attend the Examining Board meeting? | Y | | |

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|--|---|---|--|--|
| 9.18 | Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction? | Y | | |
| 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? | Y | | |
| 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? | | | |

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.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