



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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

	For completion by External Examiner:		
Name of External Examiner:	Dr Kathryn Derringer		
Home Institution / Employer of External Examiner:	King's College London Dental Institute		
Programme and / or Subjects Covered by this Report including any dissertation stage reports	BDS (intermediate BDS)		
Academic Year / Period Covered by this Report:	June and September 2015	Date of Report:	September 2015

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 programme structure is coherent, current and reflects GDC regulations.

### 2. Academic Standards

The programme is maintaining the required academic standards set for this award. The academic standards and achievements of students are comparable with those in other UK dental schools.

### 3. The Assessment Process

The assessments are appropriately designed and applied, are rigorous and fair and conducted in line with the university regulations.

### 4. Year-on-Year Comments

Issues raised by the external examiners previously, for example the reduction in the number of cases prepared, have been addressed and changes carried out in accordance with recommendations.

However, it would be good practice if it could be made clearer in the student case reports, what work had been carried out by the student themselves rather than previous students, and if the report could then be signed off by the tutor involved in the case supervision to verify this.

It was very helpful to have individual internal examiners marks present to view in my subject, although some of my fellow examiners commented that they did not have this available in their subject.

It was also helpful to have students' cases sent to the external examiners in advance of the examination date to give the external examiners enough time to review the cases and internal marks given in advance of the examination. If any alterations are to be made to the timing of the examinations for next year, then it will be important to send the cases to the externals as soon as they are available, as less time will be available on the day of the examination in future.

Further discussion between the external examiners concerned the role of the external examiner as an 'observer' of the examination process rather than actively involved in the questioning of students during the examination.

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

External examiners were given a thorough update of the examination process by the internal examinations coordinator. Further guidance and supporting documentation was made available to the external examiners.

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

Students showed a good knowledge of their subject with good evidence based dentistry supporting literature given by the students in their reports. The use of reports by the students encourages students to read supporting literature and critically assess this.

The format of the examination as a whole allows assessment of the students' knowledge and understanding over a wide area of the subject.

Appreciation should be given to the staff involved in the examination which was extremely well organised and staff were extremely helpful in the arrangements for the examination.

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

## 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?			na
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	y		

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
<b>Examining Board Meeting</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>na</b>
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			<b>na</b>
8.22	Was the Composite Examining Board conducted according to its rules?			<b>na</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