



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Anne Hegarty		
Home Institution / Employer of External Examiner:	Sheffield Dental School/Sheffield NHS Foundation Trust		
Programme and / or Subjects Covered by this Report:	IBDS examination/Human Diseases and case reports <i>BDS (Intermediate BDS Human Diseases)</i>		
Academic Year / Period Covered by this Report:	2014/2015	Date of Report:	17/07/15

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 structure was coherent and current and included the elements expected at this stage of dental undergraduate learning. It was evident that all parts of the curriculum including delivery and assessment are considered regularly and amended if necessary. There were ample opportunities to discuss the programme on an informal basis during the 2 days of the examination. Key documentation was sent in hard copy to me ahead of the examination and procedural documents were made available during the initial meeting when I arrived.

### 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 and the academic standards and the achievements of students are comparable with those in other UK higher education institutions of which I have experience.

### 3. The Assessment Process

This was my second year as External Examiner for Cardiff Dental School and overall I felt the Examination once again was fair, well-structured and organised covering a breadth of topics in sufficient detail relevant to the stage of learning. I focussed on

the Human Diseases paper which included a good spread of questions and was impressed by the overall standard of the students in this area particularly as the paper incorporated a wide range of themes. I was not asked to approve all examination papers contributing to the final award as the other external examiners assessed papers relevant to their specialty areas so allowing me to focus completely on the Human Diseases paper. I was happy that the assessment method, and volume of assessment, were appropriate and the assessment criteria, marking schemes and award classifications set at the appropriate level.

**Specific feedback related to the Human Diseases paper:**

- It was not clear from reviewing papers and marking who the 1<sup>st</sup> and 2<sup>nd</sup> markers were and how this was arranged. I would recommend stating clearly on the model answer sheet the names and roles of the markers and highlight how marking was arranged between 1<sup>st</sup> and 2<sup>nd</sup> markets and how the final agreed mark was reached. I did receive an explanation from staff when I queried this during my review of the papers and I was satisfied with this explanation and hopefully the lack of clarity can be rectified in future years.
- Question 3 – there was a discrepancy between version given to me in model answers and that answered by students. In section (b) of that question there were 3 skin lesions given in model answers and 4 in actual. Again this was clarified to me on the day so I was able to allow for this in the review. But it should be rectified for future years if this question is reused.

I was not given any samples of coursework or practical assessments to review. I was not informed of or able to assess if sufficient feedback was provided to students on their assessed coursework. This was probably not mandatory for us as external examiners.

The case report viva assessments were well organised and of sufficient length to allow questioning of the candidates on both case reports. Being able to actively participate as an External Examiner in this aspect of the Examination was not only rewarding for me but I believe useful to the process. 10 minutes allotted to each case was appropriate and sufficient time to allow questioning to be discriminatory for marking. The students presented themselves professionally in their viva assessments.

I would suggest 1 clock per room is provided for all examiners to be synchronised in timing. It would also be helpful if laptops could be provided to external examiners to access the case reports which would limit amount of paperwork required. I would recommend 2 cases are presented again next year and continue same process of assessment with same timing of the viva assessments. The 2 cases should be different with 1 ideally incorporating some complexities such as complex medical history or varied dental/periodontal issues.

The Board meeting was held at an appropriate time although was delayed in starting due to the time required to collate results. I would suggest next year considering starting vivas on the first morning, run these all day on day 1 and spill over into morning of day 2 if required and then spend rest of morning Day 2 reviewing papers so that then the staff would have plenty of time to collate results from vivas and minimise delays in starting the Board meeting. The meeting was well organised and

conducted properly and satisfactorily, in accordance with established procedures. There were adequate opportunities to discuss the Programme and examination with the Examining Board members.

The School office staff was excellent in the trouble taken to ensure the smooth running of the examination and in welcoming and looking after the external examiners.

Overall I have no doubt that this examination is robust, fair and is of an appropriate standard. The objectives of the programme, the structure, content, methods of assessment and standards of assessment are highly appropriate

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

As an external examiner I valued the provision of a marking scheme for the case report viva. It was extremely valuable when assessing candidates. I also valued and enjoyed being an active examiner being involved in questioning the candidates and in my experience this worked very well in both my sessions.

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

Adequate information was provided to me in a timely manner. The administration staff have been excellent in their organisation and handling of the dissemination of all the necessary documentation leading up to and during the course of the examination.

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

I would recommend continuing informal viva practice for students ahead of this examination so process less daunting for candidates experiencing their first viva related to clinical cases. Providing cohort and individual feedback to students following results should continue. I would recommend standard setting of examination questions for more consistency. Students should be encouraged to present the main points of their cases at the viva rather than verbalising directly what is included in the report and they should also be reminded that if they incorporate references they should be expected to be asked about these.

Internal examiners should continue to submit marked papers promptly to allow the excellent administration staff to have these available in their entirety when the external examiners arrive.

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

Not applicable to me.

#### **Finally:**

I would like to take this opportunity to thank the staff at Cardiff Dental School, both examining and administrative, for the excellent organisation and conduct of the examination. The examination was fair and appropriate and as an external examiner I was looked after exceptionally well.

## 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?		N	
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?			N/A
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?		N	
8.13	Was the method and general standard of assessment appropriate?			N/A
8.14	Is sufficient feedback provided to students on their assessed work?			N/A
<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>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>N</b>	<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