



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/>.

	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	Intermediate BDS (IBDS)		
Academic Year / Period Covered by this Report:	2016	Date of Report:	June 30 th 2016

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 coherency and currency of the programme including its component parts continues to reflect the standards outlined by GDC.

2. Academic Standards

The programme is maintaining the academic standards set for its award.

The academic standards and the achievements of students are comparable with those in other UK Dental Schools.

3. The Assessment Process

The assessment was appropriately designed and applied and measures student achievement rigorously and fairly against the intended learning outcomes of the programme, and is conducted in line with the University's policies and regulations. The assessment methods were balanced, and volume of assessment appropriate. The assessment criteria, marking schemes and awards are set at the appropriate level.

4. Year-on-Year Comments

Comparing comments previously identified on the assessment process, issues raised in previous reports and feedback have been addressed satisfactorily.

Further recommendations to address in future exams would be:

- 1) To make sure that each student's two patient presentation cases have been signed off by their tutor as having been their patients. (this should be possible to verify by the future use of 'liftup' which is planned for feedback and accountability)
- 2) To standardise the dental charting used by the students, all should be using the same symbols.
- 3) To change the role of the external examiners to that of overseeing due process of the examination vivas and rotating around each examiner pair, rather than external examiners staying with one pair only and asking questions themselves. This would free up the externals to allow them this role. (I understand that this change is planned for next year, and this would be beneficial and in line with other dental schools).
- 4) It would be helpful if the case reports with the internal examiners' marking were made available in advance of the vivas and sent to the external examiners. In the first instance, the unmarked reports were sent to the examiners and marked reports only made available at the time of the vivas. In future it would be beneficial for the external examiners to be able to be sent the reports with the internal examiners' marks included, especially as their role is changing to that of overseeing due process rather than asking questions in the vivas.
- 5) A more formal standard setting process which I understand is planned to be introduced next year will also be beneficial and in line with other dental schools.

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

Preparation activity and information was provided by the School to support the role of the external examiners.

6. Noteworthy Practice and Enhancement

Good practice and innovation relating to learning, teaching and assessment:

The enhancement of the quality of the learning opportunities provided to students was evident with the introduction of video examples to the staff and students of good and poor viva examples which the students and staff were invited to calibrate as preparation for the examination. This had a clear impact on standards and the students were much better prepared for the vivas this year compared to previous years and this was reflected in their results.

All the staff involved in the examination were extremely helpful in providing any further information required, and the examination was extremely well organised and supporting staff extremely efficient and helpful.

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)

I would like to express my thanks to all at Cardiff for their help during my period as external examiner and hope that the changes they are planning to implement will be successful.

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?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
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		
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?	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?	Y		
Clinical Examinations (if applicable)				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
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		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		

		Yes (Y)	No (N)	N/A (N/A)
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?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A
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?			N/A
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			N/A
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			N/A
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			N/A
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			N/A
9.28	Were the schemes for marking and classification correctly applied?			N/A
9.29	Were the standards of the awards recommended appropriate?			N/A

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