



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Professor David Ricketts		
Home Institution / Employer of External Examiner:	University of Dundee		
Programme and / or Subjects Covered by this Report:	Master of Clinical Dentistry (Pros)		
Academic Year / Period Covered by this Report:	Years 1-3	Date of Report:	2 nd June 2015

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 Master of Clinical Dentistry is a conjoint programme with Royal College of Surgeons MRD (Pros). As viewed through the exam structure and subjects in years one through to three, the program is entirely appropriate to meet the needs of both the University Masters level and RCS specialty.

2. Academic Standards

The academic standards met by the students were generally good throughout the three year program with only one failing student in year 3. The standards achieved were comparable to that of other institutes where I have examined.

3. The Assessment Process

The methods of assessment were varied, ranging from written papers, project work, unseen cases, a general viva voce and case presentations. The various assessments and examinations had been clearly assessed by numerous internal examiners and was a robust process. In particular the quality and complexity of the case presentations in year 2 and 3, and the research dissertations were impressive. The candidates in year 2 and 3 were again generally well prepared for the case presentations and defence of patient management. The general viva (year 3) also gave the examiners opportunity to examine a greater breadth of knowledge in Prosthodontics and the broader remit/inter-relationship within Restorative dentistry. The performance in this part of the exam was not as strong and one candidate, unfortunately was unable to satisfy the examiners to award a pass mark.

4. Year-on-Year Comments

This is an established program and no major issues were identified in the previous year or this year.

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

Not applicable – second year

6. Noteworthy Practice and Enhancement

This is a well-established course and exam that works well as is. Viewing of all questions, scripts, marks etc on *Lotus Quickr* make following and monitoring the exam process relatively easy. There is a lot of information (files) on *Lotus Quickr* for all three years and modules with codes (DET 014, DET 016 etc), which are interspersed with each other and with the endodontic Masters. Whilst all files are clearly labelled Year 1, 2, 3, and when you open the exam papers it clearly has the year on the script, sometimes it is a little difficult to keep track on which year and which candidate one is looking at. If possible, it would make it easier if the file tree started with Pros and Endo files (to keep them separate) and then in the Pros file have 3 separate files for year 1, 2 and 3, with further sub files for each candidate.

One re-sit candidate is to be re-examined via Skype and feedback on this will be done also via Skype.

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)
Programme/Course Information				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	√		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			√
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	√		
8.4	Were the nature, spread and level of the questions appropriate?	√		
8.5	Were suitable arrangements made to consider your comments?	√		
Marking Examination Scripts				
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?	√		
8.7	Was the general standard and consistency of marking appropriate?	√		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	√		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	√		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	√		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	√		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	√		
8.13	Was the method and general standard of assessment appropriate?	√		
8.14	Is sufficient feedback provided to students on their assessed work?			√
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	√		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	√		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		√	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			
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?			√
Joint Examining Board Meeting (if applicable)				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			√
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			
8.22	Was the Composite Examining Board conducted according to its rules?			

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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE



31/6/15