



## EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Simon Whawell		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Subjects Covered by this Report:	Primary BDS part 2		
Academic Year / Period Covered by this Report:	2014/15	Date of Report:	2.7.15

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 second year of the dental programme covers a broad mix of clinical and non-clinical subjects which will prepare the students well for clinical practice.

### 2. Academic Standards

The academic standards are entirely appropriate and in line with both my host institution and the other university for which I am an external examiner.

### 3. The Assessment Process

The assessment process is rigorous but fair, the use of a variety of assessment methods (essays, MSAs, practical) is good practice. There was a range of marks suggesting that the examinations are a good discriminator of student ability and knowledge. I had the opportunity to see the average and range of marks for each question to confirm that the level and performance was acceptable. There were a relatively small number of failed students this year but those that had fallen short of the required standard did so in multiple parts of the assessment, not just one topic area. This gives all involved further confidence in the overall process.

I had the opportunity to view all the scripts and focussed on the failed candidates and those that had performed well. I was left in no doubt that the assessment process had worked well and marking was fair, the failed candidates produced poor work whilst those achieving the highest level were amongst the best responses I have ever seen. This demonstrates that students can do well in the examinations and that all appropriate teaching opportunities and materials were provided.

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

I remain entirely satisfied with the examination procedures and processes for this programme. I had asked to see the questions and photographs etc. for the practical examination which were provided for me during my visit. I have suggested that perhaps this could be converted to an electronic format which could be sent out to me beforehand in future. I have previously raised the issue of standard setting which has been adopted. I was informed about the process for this which occurs during a meeting with a range of staff to adjust where necessary questions to allow a pass mark of 40%. This is slightly different from my own experience where a pass mark is decided by a panel and then the marks adjusted after the examination. The advantage of this is that there is documented evidence that the process has been carried out and that one can ask easier questions (with a high pass mark) to test core knowledge and harder questions (with a low pass mark) to really test the most able students. I do not however feel strongly that this system should be implemented as long as the issue has been addressed in some form.

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

N/A

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

As always there has been excellent communication between myself, the course administrator [REDACTED] and the course co-ordinator [REDACTED]. I was sent all non-clinical examination questions and model answers well in advance and my comments were acted upon. I was also sent the results spreadsheet prior to my visit which was useful to highlight areas which I would focus on during my script review. I also had the opportunity to meet with the new clinical external examiner before attending the School which was very helpful for both of us and good practice.

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

N/A

## 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?			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?	y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	y		
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?	y		
<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/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