



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Kathryn Derringer		
Home Institution / Employer of External Examiner:	King's College London		
Programme and / or Subjects Covered by this Report:	Intermediate BDS		
Academic Year / Period Covered by this Report:	2013- 2014	Date of Report:	30 th June 2014

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 Programme structure is coherent and current and reflects professional, statutory and regulatory body requirements.

2. Academic Standards

The programme is maintaining the threshold academic standards set for its award in accordance with the frameworks for higher education qualifications. The academic standards and the achievements of students are comparable with those in other UK dental schools of which I have had experience as an external examiner.

3. The Assessment Process

The assessment process is appropriately designed and applied; measures student achievement rigorously and fairly against the intended learning outcomes of the programme and is conducted in line with university policies and regulations. The assessment methods and balance between them, and volume of assessment were appropriate, (however see comments below on future changes). The assessment criteria, marking schemes and award classifications were set at an appropriate level, (however see comments below on future changes).

4. Year-on-Year Comments

The scope of the examination papers covered a good breadth of the subjects and was fair. I have listed some specific recommendations below.

Comments specific to the orthodontic and paediatric section of the papers: it was noted that one question was very poorly answered and this may be a reflection of the wording of this question and it is recommended that the questions are standard set to address some of these issues in future.

The viva of the case presentations process was fair, timing was appropriate, and format of marking sheet much improved following comments from last year. However, it is recommended that case reports should be verified and signed off by the students' supervisor clarifying what has been carried out by the student.

It was discussed that the number of case reports should be reduced from 4 to 2 next year, and if this is so then the 2 case reports should cover different clinical subject areas and both reports should have a viva examination.

The allocation of marks for the written report and viva was discussed and it is recommended that this should be adjusted to 60% for the written report and 40% for the viva to reflect the overall understanding of the subject by the candidate.

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

An update on the examination process and all appropriate documents were made available to the external examiners.

6. Noteworthy Practice and Enhancement

The examinations were very well organised and staff extremely helpful throughout the examinations process.

The students showed good use of evidence based practice in their case reports.

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
Draft Examination Question Papers				
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		
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?	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		
Coursework and Practical Assessments				
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?			N/A
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?	Y		
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

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

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