



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		
Academic Year / Period Covered by this Report:	2013/2014	Date of Report:	27/06/14

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 first year as External Examiner for Cardiff Dental School and overall I felt the Examination 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 on some of the Human Diseases questions:

I did notice some questions where the majority of students performed poorly and others where they all seemed to perform particularly well.

- They all seemed very knowledgeable on cardiac issues specifically peripheral vascular disease which may be a reflection of the teaching specific to this area or perhaps the amount of teaching received in this area.
- The question that was consistently poorly answered was question 15 related to herpes simplex and I noted problems answering microbiological and serological testing stems. The mark range was 1-5 for this question. This may reflect a limited teaching of this topic at this stage and will most likely to be covered later in the curriculum.
- Other questions highlighting weak knowledge were Questions 2 on chronic granulomatous disease, question 6 stem component on inherited and acquired bone marrow failure, question 3c on classes of proteins key to phagocytosis.
- Few candidates understood what a steroid card was and what may be incorporated on it.
- Regarding Question 8 on methotrexate, candidates were not given a mark for describing the drug as an immunosuppressant as it was not an option in the model answers. If using this question in the future I suggest including immunosuppressant as an answer option.
- Question 20 iii - those candidates who answered chronic cough were given a mark yet this was not included in the model answer so would recommend including in the model answers in future.

Standard setting this paper would help avoid some discrepancies and I would urge the organising body to consider standard setting this paper in future obviously taking into account the potential extra manpower that may be required to do so.

It was somewhat unclear initially whether there was a second marker involved for this paper but this was satisfactorily clarified to me later by the team involved in marking the paper. The internal marking and classifications were generally appropriate and consistent.

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. 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. I would recommend 2 cases are presented again next year and continue same process of assessment with same timing of the viva assessments. In the event of a candidate failing this component of the examination it would be preferable for students to continue to prepare 4 cases but only 2 to be put forward for assessment in the IBDS. 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 and 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 a new external examiner I valued the provision of a marking scheme for the case report viva and believe this has been introduced following feedback from last year. 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. I was unable to attend the induction training day but did receive a copy of the handout which has been useful. 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

Informal viva practice for students may be beneficial 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 be advised 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)
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?		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		
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?			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
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
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?		N	N/A
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			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:

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