



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Paula Waterhouse		
Home Institution / Employer of External Examiner:	Newcastle University		
Programme and / or Subjects Covered by this Report:	Final BDS		
Academic Year / Period Covered by this Report:	14-15	Date of Report:	30.07.15

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 programme structure is appropriate for final year dental students and equivalent to other universities.

2. Academic Standards

The academic standards of both the teaching and the students themselves are high. The clinical standards were equivalent to similar stage students at other dental schools.

3. The Assessment Process

I was able to concentrate upon the assessment process more rigorously this year because it was the first time I took a QA role rather than examine the candidates myself.

The assessment process overall is fair however it was noted that examiners approach Case Report E differently; some pairs split questioning equally and other examiner pairs took an approach where one examiner asked questions. It should be made very clear to the candidates how this assessment is to be undertaken.

Arriving at an overall mark for each candidate in the various assessments was fair and a consensus approach adopted. Internal examiners also sought the advice of externals in particular cases.

I support moves towards greater standardisation within the clinical unseen cases and note that many schools are now moving towards or are using a single case and quarantining students accordingly. Examiners are standardised as much as possible by a 'case meeting' and marking could be further standardised by having a set of questions linked to the various grade/mark boundaries.

The marking scheme for the final year project is very broad and I found it very challenging to distinguish between what was 'comprehensive' and what was 'good'. I suggest the criteria are narrowed.

4. Year-on-Year Comments

This examination is fair and well organised. It is fit for purpose but those who plan it should be looking towards greater standardisation of unseen cases and examiners. Markers should all annotate the scripts to indicate where marks are awarded as it is still difficult for external examiners to follow marking within scripts.

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

NA.

6. Noteworthy Practice and Enhancement

The calibration package for use prior to the viva type assessments. The breadth of assessments used across the whole examination.

7. Appointment Overview (for retiring External Examiners only)

Thank you for giving me the opportunity to be external examiner for Final BDS at Cardiff. It has been a pleasure. I have witnessed the examination processes evolve and was delighted that at my very last visit I took on a QA role. This allowed me greater insight into the whole process. The staff within the school are dedicated and work extremely hard to deliver an excellent BDS course and this is evident from the standards achieved by Cardiff dental students. The BDS examination process itself is supported greatly by the assistance of many NHS staff and due note should be made of this by the University.

During my visits (one of which coincided with the GDC visitation) I was given relevant information and was supported by all staff in my role as external. Questions I raised were answered and additional information supplied.

This is a very good examination and I am sure those that run the examination will be looking at ways to further improve standardisation. I would strongly support that a student should undergo assessment of both an adult and a child patient in 'unseen case assessment' scenarios.

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

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?	x		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	x		
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?	x		
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?			x
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			x
8.22	Was the Composite Examining Board conducted according to its rules?			x

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