



EXTERNAL EXAMINER ANNUAL REPORT FORM

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|---|---|-----------------|----------------------------|
| | For completion by External Examiner: | | |
| Name of External Examiner: | Dr. Shelley-Ann Evans | | |
| Home Institution / Employer of External Examiner: | Cardiff Metropolitan University, Wales. | | |
| Programme and / or Subjects Covered by this Report: | Primary BDS – part 1 (Dentistry) | | |
| Academic Year / Period Covered by this Report: | 2014-2015 | Date of Report: | June 20 th 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

This is a well-structured Primary BDS, which includes plenty of basic biochemistry, physiology and anatomy, thus ensuring students have a strong foundation for their progression in Dentistry.

2. Academic Standards

The course has clearly-defined academic standards, which are comparable to other dental schools in the UK, and fulfil the national benchmarks. There is a good range of assessment formats, both formative and summative. There is a consistently high level of achievement, and there is an extremely robust and discriminating assessment and marking schedule. I understand that there may be some modification regarding the marking and assessment schedule, on a new, University-wide system; I hope that if this is implemented, the same rigorous and discerning approach is maintained, which will maintain the high academic standards.

3. The Assessment Process

As I have previously stated, the assessment methods are both rigorous and appropriate for the students. Examination of the papers was usefully aided by the comments written by examiners, enabling me to see where candidates lost marks. There were few students within the pass/fail boundary, and once again, the top

students performed very well. I thought there were some outstanding essays, going beyond what could be expected of a dental undergraduate under exam conditions. Because of this, I mentioned to the exam board to be mindful of using the whole range of marks where merited, so an outstanding essay could score above 80%, for example.

4. Year-on-Year Comments

Once again, I found the team to be efficient in getting the examination papers to me in good time, and that the exam board was efficiently run. Compared with the last two years, the average end-of-year mark was slightly higher, and there were fewer students who failed.

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

N/A.

6. Noteworthy Practice and Enhancement

During this academic year I was able to attend the poster session, where groups of students present a poster on a dental subject, and are questioned on it by various staff. The session was well-run and had a congenial atmosphere, with the students seeming to enjoy the opportunity to present and discuss their work. I spoke to approximately 25 students, all of whom were upbeat about this experience; many of them commented that they were very happy to be randomly allocated into groups on this task, as it gave them an opportunity to meet and work with colleagues that they may not have previously been acquainted with.

7. Appointment Overview (for retiring External Examiners only)

I would like to take this opportunity to thank Cardiff University for inviting me to act as the External Examiner for the Primary BDS. This has been an enjoyable and informative experience, and my overall impression is that it is an academically demanding course, run in exemplary fashion. The students appreciate the support they receive, and were overwhelmingly positive about their studies here. I would like to give special mention to [REDACTED], who oversees the Primary BDS (part 1) course and assessment schedule, and who was very accommodating and efficient in organising my visits to meet the students.

In summary, I think that [REDACTED] and his colleagues (both academic and administrative) should be congratulated; the performance of their students is a testament to the excellence in learning and teaching implemented on this course. I hope that the good practices in learning, teaching and assessment that are evident in the current course are carried forward.

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