



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at <http://learning.cf.ac.uk/quality/review/external-examiners/reports/>.

	For completion by External Examiner:		
Name of External Examiner:	Dr Simon A. Whawell		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Subjects Covered by this Report	Primary BDS part 2 <i>BDS in Clinical Dentistry (primary BDS, Pt2)</i>		
Academic Year / Period Covered by this Report:	2015/16	Date of Report:	8.7.16

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

The second year of the Dental programme at Cardiff has an appropriate mix of clinical and non-clinical subjects. The breadth and depth of these subjects is excellent and will prepare the students well for later years of the course and for clinical practise.

### 2. Academic Standards

The academic standards entirely appropriate and are consistent with those of my own institution and that of the other Dental School to which I am external examiner.

### 3. The Assessment Process

The assessment process is a rigorous but fair test of knowledge and understanding across a broad range of clinical and non-clinical subjects. Being non-clinical I confine my comments to this part of the assessment. The use of essays, structured short answers questions and a practical 'spotter' allows students to demonstrate knowledge across this broad range of subjects but also in depth understanding and application of this knowledge. I was able to see all the examination questions beforehand which were excellent. I also sampled the work submitted on the day of the Exam Board to satisfy myself that the marking was appropriate, there was also clear evidence of double marking. Essays that scored low marks were poor contributions and those that scored highly were excellent. There was a spread of marks across all elements of the assessment which strongly suggests the process is discriminatory. The candidates that had failed generally failed multiple components or had not performed well across the assessments which gave me confidence that these candidates were not reaching

the required standard. I noted that all fail candidates had failed the neuroscience essay. Borderline students often struggle with this challenging subject, the average marks for this essay was over 7/10 suggesting that it was not inherently more difficult than other essays and that the material had certainly been taught. A standard setting meeting for the short answer questions had been well attended.

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

I remain entirely satisfied with the assessment of primary BDS part 2 at Cardiff. The only improvements that I have suggested include more rigorous standard setting processes which is now a clear expectation of the General Dental Council. At the examination board meeting I was made aware of plans to comprehensively address this in the future. The provision of the practical test (spotter) questions beforehand would have been useful.

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

N/A

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

Once again the organisation and communication of the examination process is excellent. The provision of a spreadsheet of marks which includes the range and average mark for each component is extremely helpful. The internal production and review of questions this year was such that I had not requested any amendments to these.

#### **7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**

N/A

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

It has been a pleasure to be an external examiner at Cardiff for this programme. I have well made to feel welcome and have been fully integrated into the examination process. I am very satisfied with the assessment process, the only improvements that could be made relate to standard setting (see above) which I understand is currently being addressed.

## 9. Annual Report Checklist

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
<b>Programme/Course Information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?	Y		
9.4	Were the nature, spread and level of the questions appropriate?	Y		
9.5	Were suitable arrangements made to consider your comments?	Y		
<b>Marking Examination Scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
9.7	Was the general standard and consistency of marking appropriate?	Y		
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
9.10	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>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			
9.19	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>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			N/A
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
9.22	Was the Composite Examining Board conducted according to its rules?			N/A
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			N/A
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
9.28	Were the schemes for marking and classification correctly applied?			
9.29	Were the standards of the awards recommended appropriate?			

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:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

#### **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

# Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.