



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Lydia Eldridge		
Home Institution / Employer of External Examiner:	Birmingham University, School of Dental Hygiene and Therapy		
Programme and / or Subjects Covered by this Report:	Diploma in Dental Hygiene and Therapy and BSc in Dental Hygiene and Therapy		
Academic Year / Period Covered by this Report:	2013-2014 Year 1	Date of Report:	1/9/14

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 and content is entirely appropriate

2. Academic Standards

Both the BSc and Diploma award are maintaining academic standards within the Higher Education framework and are of equal standards to those of other UK institutions that I have examined and taught.

3. The Assessment Process

The theoretical aspect of the examination consisted of extended short answer questions and short answer questions. The papers were double marked internally. The set papers measured the student's achievements in a fair and appropriate manner in line with the programmes outcomes and university regulations.

The practical aspect examined the student's ability to perform a given task on a live patient, hence demonstrating attainment of practical skills. Two internal examiners assessed the task and for purposes of quality assurance, I attended to ensure fair and consistent assessment took place.

The marking criteria for both were comparable with other institutions I am familiar with in the UK

4. Year-on-Year Comments

There were no issues raised in the last report.

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

N/A

6. Noteworthy Practice and Enhancement

There were no issues worthy of wider dissemination this year

7. Appointment Overview (for retiring External Examiners only)

During the past four years I have had no concerns regarding the teaching, or the examination process for this stage of the course. Academically the course meets the required standards.

The only comment for my successor would be that the standard of clinical dress was not as high this year, as in previous years. Most students were seen wearing 'skinny jeans' and many female students had more jewellery than I personally felt was appropriate. (Rings, wrist watches and necklaces)

I fully appreciate the difficulties of enforcing dress codes and I am aware that students will always push the boundaries. However, I believe the General Dental Council are scheduled to review this particular course next year and I wonder if it might be wise to reinforce the dress code policy.

Although I was not present at the exam board meeting, I did pass my comments on to be shared with the members of the teaching team on this matter.

I had intended to be present at the exam board meeting via telephone. However due to a change in the recording of the continuous assessment grades, with the new computer systems on clinic, the exam board meeting was delayed to later in the day to enable marks to be collated fully and fairly. I was consulted prior to the exam board on the morning and my comments taken forward to the exam board meeting.

Due to the summer break and staff members annual leave, I have yet to receive feedback from this meeting but fully expect to do so.

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?	Y		
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?		N	
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/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