

External examiner procedures in the School of Dental Science

1. There are 12 external examiners associated with the courses delivered in the School of Dental Science as follows:

Dental Science Year 5 – 3

Dental Science Year 3&4 – 2

Dental Science Year 1&2 – 2

Dental Technology – 1

Dental Hygiene – 1

Orthodontic Therapy – 1

Dental Nursing – 1

National Dental nursing - 1

2. Early in the Michaelmas term the externs are sent a pack containing the documents they need to effectively fulfil their role, these include:

i. The College Policy on External Examiners

ii. The FOI guidelines

iii. Set up and reimbursement forms

iv. Report template

v. CoE schedule

vi. Course Handbooks

vii. A list of contact details

3. The School expects the external examiner to fulfil the responsibilities as outlined in the College policy document, i.e.:

i. Evaluate if academic standards are being maintained;

ii. Ensure that examination regulations are followed;

iii. Ensure that individual students are treated fairly;

iv. Moderate on borderline cases in all classes of award;

v. Attend at least one meeting per academic year of the Courts of Examiners of which they are member;

vi. Identify and communicate areas for improvement at the Court of Examiners and document them in the External Examiner Annual Report;

vii. Submit the External Examiner Annual Report within eight weeks of completion of external examining duties.

4. Procedures for external examiners

- i. The external examiners are sent drafts of all written assessments and where appropriate any suggested amendments are made in consultation with the respective internal examiners.
- ii. External examiners are invited to attend clinical examinations (e.g. OSCEs in Years 3&4, and clinical final exams in year 5 Dental Science).
- iii. External examiners attend the School for at least 24 hours prior to the CoE at the end of the year. They have access to all scripts and written materials throughout the year.
- iv. External examiners are expected to attend the CoE for the annual diet of examinations at the end of each academic year and if necessary after the supplemental examination period. At the CoEs they are given the opportunity to comment on the appropriateness and fairness of the assessments and can comment and advise on specific individual cases.
- v. The examiners are required to submit an annual report in which they can suggest improvements to the programme and/or assessments. The respective Course Directors (or Heads of Division in the case of Year 5 Dental Science) draw up a response to the reports on behalf of the head of School.
- vi. Where appropriate specific suggestions/recommendations are considered at the relevant UG course committees and subsequently implemented if deemed appropriate.