

INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2012-2013 - BSc(Hons) in Occupational Therapy (part-time programme)

Dear Dr McArthur,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the School of Healthcare Studies in accordance with our approved procedures. I am, therefore, now in a position to respond on behalf of the Vice-Chancellor to the main points you had raised.

Issues Highlighted

Your Report raised issue(s) which have been referred for consideration by the School.

The following response has been provided on behalf of the School.

"The comments from Dr McArthur are very much appreciated and have been fully considered.

1. [2] detailed observations on individual elements of the programme, including indications:

- that a "number of the students who did least well clearly need help with general academic writing skills";
- of "a surprising number of referencing errors"; and
- on the specific nature of feedback to students;

General Academic Writing

The standard of the student's academic writing will continue to be monitored through regular tutor groups and support will be offered to meet individual student's needs. Any students with specific learning needs e.g. dyslexia are advised to use the services of Student Support in addition to the academic support offered by the academic staff.

Referencing Errors

Monitoring of the student's ability to accurately references will continue to be monitored through regular tutorial support. Students are also directed to the University's guidelines on Referencing produced by Information Services. Feedback on referencing will also continue to be offered on formative work to prepare the students for summative work.

Specific Nature of Feedback to Students

Within the last 2 years feed forward was introduced in the feedback on assessments. Throughout the coming academic year the team will work on strengthening this further.

2. [3] the indication that the External Examiner "was given very late notification of the Exam Board date".

Within the last academic year the Summer Exam Board was changed to earlier to allow C09 cohort to graduate in the same year, which did not happen previously. It appears that the administration changes that occurred caused some delay in informing the External Examiner of this change. More timely notification of Exam Board dates will be instigated this year."

Positive Comments

The School and University are pleased to note your positive comments on the School's provision including:

- a. **[1, 2 and 3] your positive indications regarding the programme structure, academic standards and assessment process;**
- b. **[2] your reports of student achievement that might be appropriate for presentation at appropriate conferences or for publication in the BJOT;**
- c. **[6] the range of noteworthy practice reported.**

I hope that you will find this response satisfactory and thank you for your service as External Examiner.

In order to meet the expectations of the QAA Quality Code, both the External Examiner Annual Report and this Institutional Response will be published on Registry web pages and will be available publically.

The University's provision of the formal Institutional Response is not intended to constrain direct communication between schools and their External Examiners. Schools are encouraged to discuss with their External Examiners any matters of detail raised in their Reports and, more widely, any issues impacting on the quality and standards of awards, including possible changes to programmes.

We are most grateful for your comments and for your support in this matter.

Mrs Jill Bedford
Director of Registry and Academic Services