



**Academic & Student Support Services**  
**Gwasanaethau Academaidd a Chefnogi Myfyrwyr**  
**Registry**  
**Y Gofrestrfa**  
Academic Registrar Cofrestrydd Academaidd  
Simon Wright LLB(Hons)

**Cardiff University**  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE  
Wales UK  
Tel please see below  
Fax +44(0)29 2087 4130  
www.cardiff.ac.uk

**Prifysgol Caerdydd**  
Tŷ McKenzie  
30-36 Heol Casnewydd  
Caerdydd CF24 0DE  
Cymru Y Deyrnas Unedig  
Ffôn gweler isod  
Ffacs +44(0)29 2087 4130  
www.caerdydd.ac.uk

Sent by email to Sarah7.Harding@uwe.ac.uk

**04 February 2020**

Dear Mrs Harding,

**Re: Institutional Response: External Examiner Annual Report 2018/19**

I am writing further to the receipt of your report for MSc Advance Surgical Practice.

Your report has been considered by colleagues and is the basis of this Institutional Response on behalf of the Vice-Chancellor. The School will also use its contents to help inform their [Annual Review and Enhancement](#) process and where appropriate, [Periodic Review](#).

**The University is pleased to note your positive comments including:**

1. Your positive indications regarding the programme structure, academic standards and assessment process.
2. The impressive amount of comments on all dissertations from the marker, highlighting both areas for improvement and areas of achievement.
3. The information and support provided by the programme team to support the external examiner.
4. The academic team demonstrate an innovative approach to provide learners with a structured program. Resources are well thought out. Feedback is detailed and clear which provides learners with the opportunity for progressive learning.

**Issues highlighted in your report and response provided by Registry:**

1. **Preparation for the role:** No University induction event for external examiners.

The University has previously held central induction events for new external examiners, however these were poorly attended. Instead Schools



Registered Charity, no. 1136855  
Elusen Gofrestredig, rhif 1136855

are encouraged to offer new external examiners the opportunity to visit the School to familiarise themselves with the programme, the institution and its procedures, before the assessment procedure begins.

General guidance for external examiners is provided in the External Examiner Handbook, as well as the staff intranet at <https://intranet.cardiff.ac.uk/staff/teaching-and-supportingstudents/assessment-and-feedback/exam-boards-and-externalexaminers/for-current-external-examiners>. Further guidance on Academic Regulations, and examination boards are also available on the intranet. Details on how to access the intranet is provided in the appointment letter for new external examiners.

We hope that you will find this response satisfactory and thank you for your continued support of the programme.

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 the University's [Public Information website](#) and will be available to all students and staff.

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

Yours sincerely,



Mr Simon Wright  
Academic Registrar