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**Sent by email to [ann.newman@canterbury.ac.uk](mailto:ann.newman@canterbury.ac.uk)**

**31 October 2016**

Dear Mrs Newman,

**Re: Institutional Response: External Examiner Annual Report 2015–2016**

I am writing further to the receipt of your External Examiner's Report for the BSc in Clinical Practice (and stand-alone post-reg nursing modules).

Your Report has been considered by the School 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**

1. Access to module handbooks and assignment guidelines and discrepancy between documentation.
2. Shortage of time to consider work for three modules.

**The following response has been provided on behalf of the School:**

1. The School confirm that the Clinical Practice Programme Handbook, along with the module catalogue, were placed on the individual Quickr Teamplace account. On investigation however, the School confirms a visible discrepancy between the programme handbook and the assignment for the module in question and can report that the assignment was granted a minor amendment to remove the portfolio and for the assignment to be 4,000 words in September 2015.

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The portfolio and clinical learning outcomes were removed because it could not be supported in clinical practice. Unfortunately, it appears that this amendment was not altered in the programme documentation that was placed on Quicr. This error will be rectified to ensure both the programme and module documents are congruent.

The School's electronic systems are changing and external examiners will be able to access students' learning materials via Learning Central in the future. This will mean that external examiners will immediately see up to date module descriptors and assignment rubrics. This process will also be introduced at our next induction day for our new external examiners.

2. The School apologises for the short turnaround you mention in your report. You should be given a minimum of 10 working days to review work. The School confirms that the assessment schedule that has been completed for 2016-17 has taken this into consideration. If for any reason work needs to be returned in a shorter turnaround the School will contact you to discuss and agree before sending to you to 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. your particular commendation of the nature and standard of feedback provided to students.

I hope that you will find this response satisfactory and we 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 website and will be available to all students and staff.

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.

Yours sincerely,



Mr Simon Wright  
Academic Registrar