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Sent by email to Professor Fiona Polack

23 January 2019

Dear Professor Polack,

Re: Institutional Response: External Examiner Annual Report 2017/18

I am writing further to the receipt of your External Examiner's report for the Undergraduate Programmes in the School of Computer Science and Informatics.

Your report has been considered by the School 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](#).

Issues highlighted in your report:

1. **The Assessment process:** There is a practice of adding on the absolute mark for the project proposal (out of 5) to the report mark.
2. **The Assessment process:** The justification of marks awarded is hard to understand, the majority of markers were not clear how marks had been lost.
3. **The Programme structure:** The summary "module structure" of each of the degrees could have been given to External Examiners as it would have been very useful in order to see at a glance which module assessments were being checked and how the modules fitted.

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Response provided by the School:

- 1 & 2 Final year projects are currently under review within the School, following actions arising from the Periodic Review process. This review will include the structure and nature of the individual assessment components, the marking criteria, guidance to staff, and the systems and processes used to achieve final marks. Your comments and observations will be considered by the group conducting this review.
3. In future we will endeavour to provide this information to examiners at an early stage.

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 team work modules and projects of the software engineering programme, especially the excellent management of the teamworking elements
3. The placement year assessment, with its focus on self-reflection and cumulative learning (rather than the sometimes contentious “what I did on my placement”).
4. All the exams team were available on the days of the visit, helping with navigating the programme, and understanding much of the rationale for the degrees and modules.

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