

Academic & Student Support Services  
Academic Registrar  
Simon Wright LLB  
*Gwasanaethau Academaidd a Chefnogi Myfyrwyr*  
*Cofrestrydd Academaidd*  
*Simon Wright LLB*



**Sent by email to [susan.thompson@nottingham.ac.uk](mailto:susan.thompson@nottingham.ac.uk)**

**05 April 2016**

Dear Mrs Thompson,

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

I am writing further to the receipt of your External Examiner's Report for the BN (Adult) (September 2012 & March 2013 cohorts).

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.

**Issue(s) Highlighted:**

1. your report of a "lack of module information on Team Place and delays in response to [your] annual report comments, together with changes in exam board agendas at the last minute and lack of notification regarding schedule of work to be sent or exam board timings."
2. your indication that you were not always afforded sufficient time to consider samples of assessed work.

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

1. Due to a change in Examining Board structure and a review of School processes, there was a delay in getting the assessment schedules out for 2015-2016. It is at this point that the School would identify the appropriate Examining Board for the External Examiner to attend. The School apologises for this delay and acknowledge that this task needs to be completed a lot sooner to allow External Examiners time to plan.

From the commencement of the academic year 2016-2017, External Examiners will be given direct access to learning central and will therefore be able to access all module information given to the students. The School hopes that this will improve communications with its External Examiners.

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The Assessment and Student Cases team currently send a copy of the rubric every time work is sent to an external (via Quickr Teampace).

2. The School aims to allow sufficient time for work to be moderated and apologises that some 3rd attempt work that was sent out with a short turnaround time. This was done to allow students to be presented to progression and award exam boards. The School is currently reviewing the 3rd attempt structure to see if this can be improved.

The BN programme team adds that it welcomes all feedback from External Examiners, particularly such feedback that aids the student experience. The team would like to express their thanks to you for your constructive comments and also for her commendations and recognition of good practice. Such comments regarding the quality of feedback/feed forward to students will also be shared with students and module teams. Feedback is also fed in to the monthly programme management group meeting.

**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 Year 3 OSCE assessment and your confirmation that “Assessments cater to diverse student needs and practices are fair and transparent”.

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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