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**Sent by email to [k.kessler@aston.ac.uk](mailto:k.kessler@aston.ac.uk)**

**11 July 2016**

Dear Prof K Kessler,

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

I am writing further to the receipt of your External Examiner's Report for the MSc in Neuroimaging: Methods and Applications.

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 student indications that they were not clear how they were to be assessed in some modules and suggestion for sample exam questions to be provided to students;
2. your indication that students had not been made aware that they would require a calculator for the statistics modules and account of how the exam board took account of this;
3. your indication that details about moderation practices were not included in documentation available to you.

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

1. It was suggested at the post exam board on 29 June 2016 that the timetable for next year would incorporate an hour's review per module at the end of the term (in week 11). Examples of what the module co-ordinator might include were: exam format, marking criteria, past exam questions, marker feedback from previous exams and anonymised good answers. The module co-ordinators have been consulted on the nature of these reviews.
2. The School can report that the actions you describe to take account of this situation were undertaken in time for the expected result release date. Steps will be taken to ensure that students are aware of the need, where appropriate, to take calculators into exams.
3. The details of the moderation process documentation were included with the hard copies of the Moderator Reports for all the exam modules (x 10), whereby each moderator summarised how they had moderated the scripts. We have included the details as a separate document to this response.

**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 perception that the Programme "will provide an excellent recruitment conduit for the new and significantly expanded CUBRIC and will be instrumental for the overall success of this centre of excellence".

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

As this is your final year as External Examiner, we would like to thank you for your service and we are most grateful for your valuable input into this process.

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,



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