

INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2013-2014 - MA in Late Antique & Byzantine Studies, MA in History & Archaeology of the Greek & Roman World, MA in Ancient & Medieval Warfare (Ancient History)

Dear Dr Liddel,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the Cardiff School of History, Archaeology and Religion 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

Your Report raised issue(s) which have been referred for consideration by the School.

1. **[3] your report of a "misunderstanding" regarding the assessment of "PG Latin and Greek" and related recommendation for the "introduction of a written syllabus/course guide for these courses as a way of avoiding such a misunderstanding in the future";**
2. **[4] your indication that in "future years it would be good to receive a comprehensive list of courses available to students on these MA programmes".**

The following response has been provided on behalf of the School.

- “1. *Assessment of beginners' Postgraduate Latin and Greek: these modules were taught on the basis that they were assessed 100% on the final examination, with the class tests as formative. However, the assessment for the module in SIMS was 50% exam and 50% coursework. The exam board decided that the module should be assessed on 100% exam, as had been communicated to the students, and the External was fully informed of this decision. We have already rewritten the Module Descriptions for next year so that our documentation and the SIMS record of the assessment is in line in the future, and there are no future discrepancies of this type.*
2. *A comprehensive list of courses available on these MA programmes is available in the School MA handbook (as well as on the School website). We will ensure that all External examiners for the School are sent this information by the School PG Office at the start of the academic year.”*

Positive Comments

The School and University are pleased to note your positive comments on the School's provision including:

- a. **[1, 2 and 3] your positive indications regarding the programme structure, academic standards and assessment process**
- b. **[1 and 6] your commendation of the specialist modules available to students.**

I hope that you will find this response satisfactory and thank you for your service as External Examiner.

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 Registry web pages and will be available publically.

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.

Dr S L Williamson

for Dr C B Turner
Academic Registrar