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**07 February 2020**

Dear Professor Edwards,

**Re: Institutional Response: External Examiner Annual Report 2018/19**

I am writing further to the receipt of your report for Certificate of HE (Humanities).

Your report has been considered by colleagues within Continuing and Professional Education and is the basis of this Institutional Response on behalf of the Vice-Chancellor. The contents will also help to inform the [Annual Review and Enhancement](#) process and where appropriate, [Periodic 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. Methods of teaching and learning on the programme have a good degree of variety and facilitate the development of a range of transferable skills.
3. The design of the curriculum is innovative and students are provided with an excellent range of modules to study.

**Issues highlighted in your report and response provided by Continuing and Professional Education:**

1. ***The Assessment Process:*** *Feedback is generally of a very high standard, but I have drawn the board's attention to the tendency to provide excessive feedback in one subject area (Philosophy).*

Tutors have been reminded of the need for concise and consistent feedback across the humanities. Module assessment forms (where overall feedback is recorded for each module) have also been revised to encourage a more consistent approach to feedback length.



2. ***The Assessment Process:*** *I suggested to the board that the department reviews its current marking criteria, especially the description of marking bands in the 60s as 'good', 70s as 'comprehensive' and 80s as 'excellent'. It would be good to see a more appropriate descriptor used for First Class work to ensure consistency and transparency of feedback.*

Grade descriptors were changed immediately after the Exam Board. 'Comprehensive' will no longer be used and 'Excellent' will be used in its place.

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