



Academic & Student Support Services
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Sent by email to d.f.edgar@city.ac.uk

17 August 2016

Dear Professor Edgar,

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

I am writing further to the receipt of your External Examiner's Report for the BSc in Optometry.

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.

Issues Highlighted

1. Feedback on External Examiners comments for draft examination papers;
2. Highlighting moderated papers against the marking scheme;
3. The need for more detailed marking schemes.

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

1. We are in full agreement with the externals that the hard work they put into checking and commenting on draft papers should be acknowledged by the School. At the very least they should receive an assurance that their comments have been acted upon or, if necessary in certain circumstances, an explanation of why this was not the case.

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2. We agree that it would be useful for the moderated exam papers to be marked as such, and will implement this for 2016/17.
3. We agree that a more detailed marking scheme for this particular module is necessary, and will work with the academic staff who contribute to this exam to ensure an improved marking scheme is prepared for 2016/17 and beyond.

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 opportunity to meet with third year optometry students who indicated that that deadlines were much clearer this year and they really appreciated getting feedback on their assessments within four weeks
3. the high quality Meditrek feedback given to students on each patient episode in the Primary Care clinic.

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