



Academic & Student Support Services
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Sent by email to nrj7@le.ac.uk

14 August 2017

Dear Dr James,

Re: Institutional Response: External Examiner Annual Report 2016–2017

I am writing further to the receipt of your External Examiner's Report for the Certificate of Higher Education (Business & Management, Social Sciences, and Science & Environment).

Your Report has been considered by Continuing and Professional Education (CPE) 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. Information on the achievements of the Pathway students compared to full-time students studying in the home departments.
2. Assessment feedback needs to be consistent with grade.
3. Encouragement for the provision of feedback to students in typed form.

The following response has been provided on behalf of CPE:

1. The occurrence of the Student Information Management System (SIMS) used by CPE is separate to that used for undergraduates, and so a comparison of the performance of CPE students with undergraduates studying in their home Schools is not readily available.

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2. The need to ensure that the feedback provided to students is consistent with the grade that has been assigned has also been raised by other external examiners. Consequently, CPE will remind all tutors of the need to ensure that the comments they provide on coursework align with student performance and encourage tutors to provide formative feedback across the mark range, including high scoring students.
3. Your comments have been noted and CPE will take further steps to encourage tutors to make use of the electronic version of the student Module Assessment Form.

The University is pleased to note your positive comments including:

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. use made of the full mark range;
3. consistent and constructive feedback providing a clear rationale for the marks awarded;
4. the opportunity for you to meet with eight Pathway students and their positive perceptions of their experience and of the support they had received.

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 CPE and their External Examiners. CPE is 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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