

Academic & Student Support Services  
Academic Registrar  
Simon Wright LLB  
*Gwasanaethau Academaidd a Chefnogi Myfyrwyr*  
*Cofrestrydd Academaidd*  
*Simon Wright LLB*



Sent by email to [d.mckeefry@bradford.ac.uk](mailto:d.mckeefry@bradford.ac.uk)

13 July 2015

Dear Dr McKeefry,

**Re: Institutional Response: External Examiner Annual Report 2014 – 2015**

I am writing further to the receipt of your External Examiner's Report for the BSc in Optometry (Yrs 2 & 3).

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. A request to ensure that all module marks are collated in sufficient time for external examiner scrutiny and that the staff are given sufficient time to facilitate this process;
2. A review of the timing of the release of practical marks before students are due to sit written examinations;
3. The opportunity to meet with a sample of students;
4. A review of the different word limits that have been set for projects (4000 words) and dissertations (8000 words).

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

1. We are taking measures to put in place more robust procedures to prevent this happening again. One of these measures will be to make sure that module leaders are made much more fully aware of their responsibilities in getting in and collating marks, and the procedures that we put in place will allow us to make sure that individual module leaders who do not perform to time will be made more aware of their failings. In addition however, the School's processes will be improved such that, there will be far more deadlines to make sure that the late submission of marks cannot take place, and we are considering a far more automated system using online submissions that would make the whole process much smoother. ;
2. The School will discuss with Registry and Academic Services steps to prevent the release of marks in practical exams prior to written exams being taken.

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 ODE  
Tel Ffôn I +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 ODE*  
Tel Ffôn I +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

3. The School plans in future to introduce the opportunity for the Examiners to speak to students via skype, or on another visit at around the time of the exams, so that they can assess quality and standards first-hand with undergraduate students.;
4. The different word limits for written and practical projects will be addressed and brought in line.

**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 comments regarding the excellent basic science and clinical teaching facilities by a well-motivated team of staff;

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