

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



**Sent by email to nrj7@le.ac.uk**

**10 November 2015**

Dear Dr James,

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

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 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. your request for early sight in future of examples of lower end assessed work, module descriptions and moderator reports;
2. your suggestion that some modules could look towards providing more developmental feedback and encouragement for greater standardisation of feedback practice.

The following response has been provided on behalf of Continuing and Professional Education:

1. As requested, we will provide the external examiner with further examples of lower end assessed work in the future, along with module descriptions. We will endeavour to provide Dr James with samples of student work and moderator reports, where available, for some modules in advance of the examination board.
2. We will certainly look to provide more developmental feedback on student work, and encourage tutors to make use of electronic assessment forms."

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)

**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 commendation of the “high level of tuition and support” provided by tutors.

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