



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

Cardiff University
McKenzie House
30-36 Newport Road
Cardiff CF24 0DE

Tel *Ffôn* | +44(0)29 2087 9189
www.cardiff.ac.uk

Prifysgol Caerdydd
Tŷ McKenzie
30-36 Heol Casnewydd
Caerdydd CF24 0DE

Sent by email to m.hanrahan@ucl.ac.uk

15 August 2017

Dear Professor Hanrahan,

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

I am writing further to the receipt of your External Examiner's Report for Undergraduate French modules on single and joint honours programmes and integrated programmes.

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. The lack of senior representation and experience of staff at examination boards.

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

1. At school level, examination officers are chosen with appropriate qualifications and supported, with extensive input for Professional Services. The French examination officer was given a full briefing as well as an extensive set of notes prior to taking on the role; he was also mentored and supported fully throughout the cycle, including during the examination period where he worked in tandem with an experienced colleague (former examination officer).

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www.caerdydd.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.

I hope that you will find this response satisfactory and all School responses will be discussed in detail through the Annual Review and Enhancement process. 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