



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](http://www.cardiff.ac.uk)

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

**Sent by email to [fiona.brookman@southwales.ac.uk](mailto:fiona.brookman@southwales.ac.uk)**

**28 July 2017**

Dear Professor Brookman,

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

I am writing further to the receipt of your External Examiner's Report for the MSc/PgDip in Social Science Research Methods and MSc Crime, Safety and Justice.

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 Highlighted**

The need to increase the time available to external examiners to consider sampled work and provide feedback.

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

External Examiners are expected to be given remote access to 'Learning Central', the Virtual Learning Environment (VLE) for the programme and this will include access to both coursework and assessment comments made through 'Grademark', the on-line grading software included in the VLE, the moment they are assessed. This ought to dramatically improve the amount of time that external examiners will have to consult sampled work ahead of the relevant examination boards.

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

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

The School has also noted your observations, mentioned at the Examining Board, of an unevenness in the detail provided in module handbooks and your recommendation that essential reading be indicated for each week's classes. This point will be raised at the next Board of Studies.

**The University is pleased to note your positive comments including:**

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. good blend of diverse forms of assessment;
3. the extent and depth of feedback.

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

As this is your final year as External Examiner, we would like to thank you for your service 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 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