

INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2013-2014 - BSc in Accounting / BSc in Accounting & Economics / Accounting & Finance / BScEcon in Accounting & Management / BSc in Accounting with an EU Language / BSc in Business Management & Finance (Finance modules)

Dear Professor Danbolt,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the Cardiff Business 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

Your Report raised one issue which has been referred for consideration by the School. The following response has been provided on behalf of the School.

“[3] the External Examiner’s detailed and reiterated report of “issues with the School’s administrative procedures”, including the provision of comprehensive draft examination papers and indicative solutions and inconsistent provision of the “very useful descriptive statistics on the marks and distribution, as well as reflections on the course from the internal examiners”.

We apologise for any continued shortcomings in the area of the School’s administrative procedures relating to examinations. While these are not under the control of the Board of Studies in Accounting & Finance, being rather the province of the School student records and examinations office, we will communicate your concerns to that office and seek, in conjunction with them, to improve procedures for the coming academic year.

All internal examiners were reminded last year of the requirement to supply external examiners with descriptive statistics on the marks and distribution as well as comments on performance, on the forms designed for that purpose. We apologise for the fact that in some cases internal examiners have not complied. We will again remind them of this requirement and will examine in conjunction with the School student records and examinations office, the possibility of devising procedures to prevent scripts being sent to the external examiner unaccompanied by the appropriate information.”

Positive Comments

The School and University are pleased to note your positive comments on the School’s provision including:

- a. [1, 2 and 3] your positive indications regarding the programme structure, academic standards and assessment process;**

I hope that you will find this response satisfactory and thank you for your service as External Examiner.

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 Registry web pages and will be available publically.

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.

Dr S L Williamson

for Dr C B Turner
Academic Registrar