

Academic & Student Support Services
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Cofrestrydd Academaidd
Simon Wright LLB



Sent by email to g.meikle@westminster.ac.uk

10 November 2015

Dear Professor Meikle,

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

I am writing further to the receipt of your External Examiner's Report for the MA in Digital Media and Society.

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. Your encouragement for consideration of diversification and expansion of the range of assessment tasks;
2. Your observations on module reading lists and suggestions are more targeted and concise to help some learners.

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

1. Your suggestion to diversify and expand the range of assessments is very helpful. We are currently reviewing the assessments for some of the modules and we hope to incorporate a more diverse set of assessments already this coming year, as well as keeping this in mind for the future development of the programme.

We are reviewing the reading lists for some of the modules, following your suggestion to make them more targeted and concise. All modules do have a small set of required readings to anchor the module, and the lists of suggested additional readings are usually meant to give students a choice to expand their knowledge in areas that they are interested in. But we acknowledge your concerns that this may overwhelm students and will discuss solutions for this.

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2. Furthermore, we have addressed concerns raised by other external examiners on modules that are shared with other courses. This includes, in particular, the consistency of assessment weighting across modules and the standardisation of information provided to students.

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 particular commendation of the use of teaching informed by original research and of the quality of student work informed by wide-ranging and appropriate literature;
3. Your positive comments regarding the feedback provided to students and of the second marking process.

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