



Academic & Student Support Services
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Sent by email to jdanely@brookes.ac.uk

10 November 2017

Dear Dr Danely,

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

I am writing further to the receipt of your External Examiner's Report for the Japanese modules on Undergraduate 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. Not always clear what kind of formative feedback was received by students.
2. Making videos of interviews and presentations available to students.

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

1. All modules provide formative feedback to students preparation exercises and mock tests are held before the exams. The School will make formative feedback more visible to students this year, for example, by uploading formative feedback to Learning Central.
2. This comment was made mainly in relation to Advanced Japanese (the final year language module). The School is discussing the way in which videos will be shared with students this year. The videos will be shown to the students

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during the face-to-face feedback session after the interviews and presentations.

In future years the School will work on utilising assessment tasks in order to enhance our students' employability. Portfolios are one of the current possibilities, as you have suggested.

The University is pleased to note your positive comments including:

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. the BSc in Business and Japanese is distinguished for combining intensive Japanese language studies with social science-based modules on general topics in contemporary Japan;
3. standard marking rubrics for intermediate level Japanese, providing a clear set of expectations for students;
4. novel use of interviews in contemporary Japanese society as an assessment method;
5. student dissertations exploring a wide variety of topics, often reaching standards of research fluency and academic writing that might be expected at Master's level;
6. consistently constructive feedback comments provided to students.

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,



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