

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



Sent by email to [jessica.davies@open.ac.uk](mailto:jessica.davies@open.ac.uk)

10 November 2015

Dear Dr Davies,

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

I am writing further to the receipt of your External Examiner's Report for the Certificate of Higher Education (Humanities).

Your Report has been considered by Continuing and Professional Education 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 report of a degree of inconsistency [between modules] in terms of information provided for students in handbooks;
2. your detailed observations on the pilot use of plagiarism detection software.

**The following response has been provided on behalf of Continuing and Professional Education:**

1. The Co-ordinating Lecturer for Humanities has sent all Humanities tutors an exemplar handbook in early September and strongly encouraged tutors to use it as a model. As you have suggested, this is expected to help to ensure a degree of consistency in terms of information provided to students.
2. Having considered your comments regarding the limited utility of the plagiarism detection software for this programme, Continuing and Professional Education will continue to provide guidance on plagiarism in the module handbooks and to encourage students to make use of learning materials provided on Learning Central.

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

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 ODE*  
Tel Ffôn I +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.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
2. your support for moves made by School to extend the word allowance for final assessments in English Literature;
3. your commendation of the “Group glossary” for CE5023 as an imaginative example of collaborative learning.

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