

Academic & Student Support Services
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Cofrestrydd Academaidd
Simon Wright LLB



Sent by email to p.kitson@uea.ac.uk

10 November 2015

Dear Professor Kitson,

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

I am writing further to the receipt of your External Examiner's Report for the BA in English Literature.

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 indication that marking should be consistent across modules and some way of comparing marks (via a spreadsheet or diagram) across the range of modules would be a useful additional tool to the materials provided for the examination boards;
2. Your detailed observations on, and suggestion to enhance, student attendance and engagement with the entirety of a module.

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

1. The Exam Board was provided with the standard information issued by the University about performance on modules. Subsequent to the Board a further analysis of number of firsts per module was conducted and staff are asked to consider student performance on their modules as part of annual appraisal. Pressures of time, however, are such that it is difficult to produce more detailed analysis before the exam board.
2. The School has undertaken a review of credit for attendance or participation but reached no clear consensus about its value. For the coming session the School will institute monitoring of attendance in year one through registers and then carry out a further analysis of the issue. Seminar rooms have been refurbished as part of the University's project to enhance student learning and it is hoped these improvements will continue and benefit student attendance.

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In addition, a review of the English Literature degree is ongoing, including year one and assessment and feedback.

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 an element of examination in the current assessment diet and of the use made of the full marking spectrum;
3. the number and breadth of noteworthy practices you have identified, including linkages between research and teaching and the new marking sheets and student feedback form.

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