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Sent by email to j.steemers@westminster.ac.uk

21 July 2016

Dear Professor Steemers,

Re: Institutional Response: External Examiner Annual Report 2015–2016

I am writing further to the receipt of your External Examiner's Report for Undergraduate Programmes in JOMECE.

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. Your observation that different assessment/grading sheets are used and suggestion that there may be scope for more consistency.
2. Your indication that moderation processes are "a little opaque" and request for greater clarity in this area.
3. Your observation that some modules "demand rather "more from the students (presentations, essays, reports ;) than others (exam, maybe an emphasis on one final piece of work)" and suggested review of the types of assessments in use.

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

1. The School accepts this observation and intends to ensure that all modules, where possible, adopt the same assessment sheets. As the School moves toward adopting grade mark as a matter of course this should be less of an issue. The School aims to have grademark (and electronic marking sheets) used by all modules by academic year beginning 2018.
2. The School will endeavour to introduce a system where the processes of discussion and moderation are more evident and then introduce this practice across all modules.
3. The School tries to include a variety of different assessments and attempts to ensure that some modules do not demand more from students than others. The next School Education Committee will discuss how best to achieve that parity.

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 written feedback provided to students and of the use of peer review and critical reflection.

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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