

INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2013-2014 - BSc in Accounting / Accounting & Economics / Accounting & Finance / BScEcon in Accounting & Management (Accounting)

Dear Professor McMeeking,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the Cardiff Business 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 Highlighted

Your Report raised one issue which has been referred for consideration by the School. The following response has been provided on behalf of the School.

"1. [4] the External Examiner's reiterated request for "annual module reviews" by all examiners and further indication that the "qualitative discussion of the module" provided by some examiners "are also extremely helpful to the external examining process"

Internal examiners will be reminded yet again of the requirement to submit the analysis of assessment for submission with the exam scripts sent to external examiners. We apologise that, despite reminders, some internal examiners have failed to comply with this requirement this year. Internal examiners will also be encouraged to provide a qualitative discussion of the module in the space provided on the analysis of assessment form. We will examine in conjunction with the School student records and examinations office, the possibility of devising procedures to prevent scripts being sent to the external examiner unaccompanied by the appropriate information."

Positive Comments

The School and University are pleased to note your positive comments on the School's provision including:

- a. **[1, 2 and 3] your positive indications regarding the programme structure, academic standards and assessment process**
- b. **[6] your commendation of the "balance between quantitative and qualitative questions".**

I hope that you will find this response satisfactory and thank you for your service as External Examiner.

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 Registry web pages and will be available publically.

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.

Dr S L Wiliamson

for Dr C B Turner
Academic Registrar