

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



Sent by email to [g.adler@kent.ac.uk](mailto:g.adler@kent.ac.uk)

13 October 2015

Dear Professor Adler,

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

I am writing further to the receipt of your External Examiner's Report for MArch dissertations.

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 suggestion that External Examiners be given access to internal examiners' assessments in advance of their visit to Cardiff;
2. your suggested use of a workshop on "Best practice regarding use and integration of illustrations".

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

1. This is worth considering, though we currently don't issue internal marks for fear of prejudicing external examiners coming fresh to the course and the cohort of students. Rather than issuing marks before the exams, it may be fairer to devote a little more time to discussion between examiners just before the exams begin;
2. The School will review its guidance on the significance of dissertation illustrations and their captions when revising its Dissertation Handbook for 2015-2016. The matter will be included in the introductory session at the start of term and your advice will be drawn to the attention of dissertation tutors.

**The University is pleased to note your positive comments including:**

1. your positive indications regarding the programme structure, academic standards and assessment process;

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2. your indication that the Dissertation's significance within the degree, amongst the staff, and its standing within the student body, is as high as ever;
3. your commendation of opportunities for students to meet external examiners and confirmation that students generally rise to, and value these occasions.

I hope that you will find this response satisfactory and we thank you for your continued support of the programme.

As this is your final year as External Examiner, we would like to thank you for your service and we are most grateful for your valuable input into this process.

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