

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



**Sent by email to [julian.satterthwaite@manchester.ac.uk](mailto:julian.satterthwaite@manchester.ac.uk) 24 September 2015**

Dear Dr Satterthwaite,

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

I am writing further to the receipt of your External Examiner's Report for the BDS (Intermediate).

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 detailed observations on, and suggestions to enhance, the transparency and consistency of the assessment process between markers and marking teams;
2. your indication that the potential for unbalanced questions both within a paper and between papers remains and your recommendation that the School's assessment review be prioritised including an investigation into standard setting and score normalisation.

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

1. The School has introduced a new marking sheet for this academic year (2015/2016) which will improve clarity and recording of where marks are allocated within written assessments. Instructions in regard to the possible rounding of marks within questions will be clarified with the Internal Examiners and be explicit in the instructions given to markers when papers are collected.
2. The School thanks you for your comments and recognising that is moving towards a full standard setting system for academic year 2016/2017. The School is supporting the development of psychometric services towards this goal. We are currently using the Modified Angoff Methods of standard setting to facilitate setting the level of the questions included on the papers but we recognise the need for further development in our psychometric evaluation.

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This enhancement is seen as a key priority for the School for the academic year 2015/2016.

**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 commendation of the case presentations and associated assessments at a relatively early stage (3rd of 5 years) and External Examiner engagement with this process.

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