

## **INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2012-2013 - BSc(Hons) in Optometry and Vision Sciences**

Dear Professor Rubinstein,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the Cardiff School of Optometry and Vision Sciences 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

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

"Comments not addressed from previous year:

**1 Neither external examiner received any feedback regarding their comments after scrutinising the exam papers**

- o *Response: We compiled the responses from individual module leaders about the comments, noting the changes made to exam questions, or instances when the module leader felt that no change was necessary. We believed that the document had then been sent electronically to the external examiners. Clearly, this did not happen and we can only apologise for the breakdown in communication here. The Convenor of exams will take personal responsibility in the next academic session for ensuring that feedback reaches the examiners*

**2 Externals examiners did not see any evidence at the visit of mechanisms for feedback to students.**

- o *Response: Professor Rubenstein requested this during the previous academic session (2011-12) and this was actioned by the Convenor of Exams. During the year, the convenor compiled feedback for each module and stored it in a ring-binder. Unfortunately the convenor forgot to include it with the paperwork available to the examiners at the visit. We apologise for the oversight.*

Comments relating to the current year

**3 I recommend reducing the word count for projects from 15,000 to 7-8,000 words**

- o *Response: this will form an agenda item for the first meeting of the Teaching and Learning Committee in the 2013-14 academic year*

**4 Modules 3205 and 3106 both had a significantly high mean mark. I would suggest a review of the examination setting of these papers prior to the future administration of the exam.**

- o *Response: module leaders of these two modules have been informed of the comments from both external examiners. Senior members of staff will work with the module leaders to help them devise the paper for the next academic year. The School holds moderating meetings in January, at which members of staff review all papers. This comment*

*will be flagged at the relevant meeting and attempts made to ensure equity of level across papers.*

### Positive Comments

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

- a. **[1 and 2] your indications that the programme is “well designed both in terms of curriculum and assessment processes to satisfy General Optical Council requirements, that “High calibre students are attracted to the [programme] and they are presented with a high quality and challenging programme of study” and that “Graduates from this course perform well in their postgraduate professional assessments after leaving Cardiff.**

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.

Mrs Jill Bedford  
Director of Registry and Academic Services