

**INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2013-2014 - BA/BSc in Archaeology and BSc in Conservation of Objects (British, European & Mediterranean Prehistory, History & Theory of Archaeology, Materials Science) ); MA in Archaeology and MA in European Neolithic (British, European & Mediterranean Prehistory, History & Theory of Archaeology, Materials Science)**

Dear Dr Jones,

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 History, Archaeology and Religion 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.

- 1. [3, second para] your detailed comments on the moderation process for one element of the undergraduate programme and suggestion that "the marking and moderation of this module will need to be systematized and brought into line with the marking and moderation schemes used for the rest of the degree".**

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

*"Archaeology thanks Dr Jones for his positive comments on our degree scheme at the end of his four year term of external examiner."*

*"Dr Jones commented that newly designed Heritage Communication should be externally moderated to ensure the high number of excellent marks was awarded appropriately. This practice will be adopted for future years, the module next runs in 2015/6."*

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. [7] your positive closing remarks, including commendation of "some excellent teaching", of the "range of differing methods of assessment", of "the teaching of Archaeological Photography and Archaeological Illustration" of the contribution of fieldwork, of the "robust and clear system for marking and moderation", and of the "uniformly excellent administrative staff".**

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 Williamson

for Dr C B Turner  
Academic Registrar