

## **INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2012-2013 - MPharm (Pharmacology)**

Dear Professor Rattray,

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 Pharmacy and Pharmaceutical 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.

1. ***[3 and 8.8] the External Examiner's observation that "for some questions on exam papers not all the scripts were clearly annotated" and related comments;***
2. ***[3] the request for sight of examples of feedback to students next year;***
3. ***[6] the External Examiner's indication that "It is good to have an opportunity to meet students, and I hope this will continue even when vivas are phased out".***

*"1. All staff involved in marking assessments have been strongly advised to annotate exam papers as a matter of good practice and to aid and assist the external examining process. These important procedures will be reinforced within the school this year as part of our review of all exams and assessment procedures prompted by the [University-wide] Assessment Matters project.*

*2. The school has historically not provided exemplars of student feedback to external examiners, however, given the rising impact that feedback has on academic activities this is a good suggestion and will be considered by the Board of Studies.*

*3. From this year, with final year viva voce examinations no longer in operation, the school is investigating new ways to allow constructive access of external examiners to our students. In addition to satisfying Cardiff Academic Regulations, this is also a requirement for successful professional accreditation in 2015. Therefore we intend to implement and trial new procedures during the course of the coming academic year."*

### 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. ***[3] your confirmation that "special care" had been "taken to ensure identical standards of marking for the Taylor (Malaysian) external cohort".***

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