



Academic & Student Support Services
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Sent by email to a.darvill@hud.ac.uk

30 November 2016

Dear Dr Darvill,

Re: Institutional Response: External Examiner Annual Report 2015–2016

I am writing further to the receipt of your External Examiner's Report for the BN (Children & Young People).

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.

Issues Highlighted

1. System for allocating modules to External Examiners.
2. Recommendation that student presentations be recorded.

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

1. The School's Assessment and Students Cases Team has already sent the allocation of modules to all External Examiners for 2016-17. The School realises that the lateness of this task being completed for 2015-16 was not helpful and apologise for this.
2. The School is introducing the recording of presentations in January 2017 for NR2113. Historically, this has not previously been undertaken in UG nursing but it is recognised that external examiners are not always able to attend. It is

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anticipated that recording of all presentations will be in place by the end of the academic year.

The University is pleased to note your positive comments including:

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. module leaders' reports of the highest quality, very comprehensive and provide exemplary information;
3. comprehensive written and annotated feedback to students;
4. positive student perceptions of being well supported by responsive mentors.

You also asked in your Report to be reminded about deadlines for the submission of your Annual Report. External Examiner Annual Reports should be completed and submitted to External Examiners Administration at ExternalExaminers@cardiff.ac.uk, rather than to the School, **within six weeks** of the completion of the Examining Board. We recognise that our External Examiners give important feedback on the operation of our programmes, and the timely receipt of reports enables us to take early action to address issues raised and make an impact on the experience of the next cohort of students.

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

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