

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



Sent by email to nrj7@le.ac.uk

25 September 2015

Dear Mrs Randell,

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

I am writing further to the receipt of your External Examiner's Report for the BSc in Dental Hygiene & Therapy and the Diploma in Dental Hygiene.

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 indication that you have not been provided with background information about the programme;
2. your detailed observations on marking criteria and on the written case study guidance given to students;
3. your comments on the availability of marked written reports prior to the oral examinations.

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

1. The Programme Director and Director of Assessment will ensure that these documents are available to you in a timely fashion for this academic year 2015/2016 in order for you to fulfil your role appropriately.
2. The marking criteria and assessment guidelines have been reviewed and further internal examiner calibration and training will be undertaken this year in line with the Schools commitment to enhance our assessment processes.
3. For the forthcoming academic year the case reports will be submitted, marked and given feedback via the GradeMark software prior to the oral examinations. This will be available for our External Examiners to review before the oral examinations and is in line with the wider University's initiative for the implementation of Grademark for written assessment tasks.

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The University is pleased to note your positive comments including:

1. your positive indications regarding the programme structure, academic standards and assessment process;
2. the responsiveness of the School to your feedback on the quality and structure of assessments.

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