

**LTC15D067**

**Title:** *SSF LTQC Responses to External Examiner Reports 2012/13*  
**Author:** Heather Reynolds  
**Date:** 30.9.15  
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**Issue**

To receive the UG and PGT reports of the SSF LTQC relating to consideration of External Examiners' Reports.

**Recommendation**

None.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: [h.reynolds@uea.ac.uk](mailto:h.reynolds@uea.ac.uk), for any queries/further information relating to this document.

**Background**

N/A

**Attachments**

Faculty Reports.

**REPORT OF  
THE FACULTY LEARNING, TEACHING & QUALITY COMMITTEE  
ON THE CONSIDERATION OF EXTERNAL EXAMINERS' REPORT**

Faculty	SSF		
Academic Year to which reports relate	2012/3		
Undergraduate	X	Integrated Masters	Taught Postgraduate
Report Prepared by	Christina Jeffrey (on behalf of Heather Reynolds)		
Date	30.09.14		
Please attach	A list of the external examiners' reports considered by FLTQC and included in this report:		Listed Below
	A copy of the School Response proforma (LTQO already holds a copy of the report)		X

**List of Reports considered:**

**CCE**

Mannerings, Carswell

**DEV**

Lind, Sen, Stringer

**ECO**

Jones

**EDU**

Tan, Smith

**LAW**

Rogers, Smith, Syrett, Penner, Marson, Anderson

**NBS**

Fan, Fox, Jeanes, Hodges  
Barrett, Christodoulou, Johnson (UEA London)  
Aminzare, Scott (Assessor)

**PSY**

Vitkovitch

**SWK**

Lymbery, Higgs

**The Faculty Learning, Teaching and Quality Committee has reviewed the external examiners' reports listed in the attached report and confirms that Schools have given appropriate consideration to the issues raised and have prepared an appropriate response, which has been sent to the external examiner.**

In addition to the issues identified in the individual reports and School responses, the Faculty Learning, Teaching and Quality Office wishes to draw the following general issues or themes to the attention of the Learning and Teaching Committee of Senate.

**DEV**

The Scrutineer noted that an External Examiner has highlighted the need to ensure consistency of feedback, especially across large marking teams, but also simply where there are colleagues with differing views/expectations/teaching practices.

The Scrutineer wished step-marking in the 1<sup>st</sup> class category to be considered.

**LAW**

The Scrutineer noted that it should be ensured that examination papers are proof-read before submission to the External Examiner.

**SWK**

The Scrutineer suggested that it would be useful for SSF LTQC to clarify responsibility regarding informing External Examiners in the faculty. He also suggested that, before every appointment is made, the LTS staff member responsible informs the department and especially the Course/ Programme Director that information is being collated to be sent through and ensures that the department is happy with what is being sent.

**The Faculty Learning, Teaching and Quality Committee has identified the following points as being worthy of dissemination.**

**DEV**

The Scrutineer noted:

- the mention of a criteria devised to assist in marginal cases at Exam Boards, which he believed would be helpful to know and to share.
- the praised support for dissertation students which seems a mark of good practice worthy of dissemination.
- that colleagues elsewhere might benefit from the sharing of the various assessment types and strategies devised and utilised in DEV.

To ensure consistency of feedback the Scrutineer stated that LAW had a 'sharing good feedback practice session' last year.

**EDU**

The Scrutineer noted that the history of the Physical Education BA's engagement with External Examiners could serve as a model for effective and constructive use of the examiner system. A solid example of good practice in QA.

The Scrutineer noted that the Educational Studies BA External Examiner gave a glowing report and wished the aspects of praise to be disseminated widely, particularly the comments on the quality of feedback, depth of learning outcomes, and professional and efficient management from faculty and administration. Furthermore the Scrutineer stated that this report should be always placed alongside NSS, LTQC, and module reviews, when the Course Directors conduct their reviews, or when the School considers 'Action Plans' (e.g. for NSS) – as a helpful reminder that a great deal is working well, and that wholesale changes may not be needed.

#### **LAW**

The Scrutineer noted that an External Examiner identified the preliminary Board meeting, with only External Examiners present as an excellent and efficient way of resolving difficult cases.

#### **PSY**

**On the issue of the quality and scope of feedback on formative work, the Scrutineer highlighted the following external's comments:-**

*'I liked an additional feedback sheet which I think is being used for formative work. This had pointers such as "things done well" "things to focus on" etc. Other feedback sheets given to students are also detailed and give good guidance, and can be tailored to the specific assignment'.*

The Faculty Learning, Teaching and Quality Committee is taking the following steps to disseminate the themes identified above.

**Please complete this report in electronic format and return to Assessment Office.**

**REPORT OF  
THE FACULTY LEARNING, TEACHING & QUALITY COMMITTEE  
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<p><b><u>List of Reports considered:</u></b></p> <p><b>DEV</b> Franks, Garforth, Williams, Hurt, Wilson, Sanchez-Ancochea, Lowe</p> <p><b>ECO</b> Reilly</p> <p><b>EDU</b> Childs, Battersby, Alexander, Levy</p> <p><b>LAW</b> Soyer, Reed, Ashiagbor</p> <p><b>NBS</b> Melewar, Rogers, Weetman, Tan, Almond (MSc), Rogers, Davies (MBA x2) Asimakou, Tempest (MSc) (UEA LOND)</p> <p><b>SWK</b> Broadhurst, Nelson, Murphy, Bailey, Baron, McGregor</p>			

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**DEV**

An External Examiner recommends providing brief comments on examination scripts to indicate why a particular mark was given.

An External Examiner wishes to be sent both Internal Examiners' comments on dissertations.

**ECO**

An External Examiner recommends that the University should adopt the 'rounding up' convention for Masters programmes and this is supported by the School.

**EDU**

The Scrutineer noted concerns about the commitment to a 90-day turn around for Responses to External Examiner Reports prior to full discussion regarding this matter.

**LAW**

The Scrutineer stated that providing good feedback is an important issue across the University; when considering NSS outcomes it is noticeable that assessment and feedback is a theme in which the University tends to perform less well.

**The Faculty Learning, Teaching and Quality Committee has identified the following points as being worthy of dissemination.**

**EDU**

The Academic Director of Taught programmes (ADTP) has congratulated the PGCE team for the following aspects of good practice:

1. Student pen portraits
2. Selection, recruitment and support for students prior to the commencement of the programme
3. School-based poster assignment

**LAW**

The Scrutineer commented that an area of good practice worthy of dissemination is the detailed feedback given on longer assignments and dissertations.

**The Faculty Learning, Teaching and Quality Committee is taking the following steps to disseminate the themes identified above.**

**EDU**

**Re. Areas of good practice worthy of dissemination**

ADTP has noted examples for inclusion in draft university guidance on assessment.

