

LTC14D030

**Title:** External Examiners' Reports – 2012-13  
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**Date:** 9 October 2014  
**Circulation:** Learning and Teaching Committee – October 2014

**Agenda:** LTC14A001  
**Version:** Final  
**Status:** Open

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## Compliance Report

The following report summarises compliance with our procedures for the consideration of 2013-14 external examiners' reports and the approval of responses.

The University appointed 207 External Examiners for the academic year 2012-13. Of these, 104 were appointed to oversee undergraduate programmes, and 103 for postgraduate programmes.

Attached is a non-compliance report which confirms instances where the receipt, consideration and response to reports has not yet been completed.

In summary:

Undergraduate:

- of the 104 UG reports that the University expected to receive, 6 (approx 6%) were not submitted by the External Examiner
- of the 6 Examiners who did not submit UG reports, 1 did not complete their term due to ill health and did not seek reappointment, 3 were reappointed and 2 were not
- of the 98 UG reports received, 12 (approx. 12%) are at various stages of our internal scrutiny procedures, and responses have not yet been approved by FLTQC for feedback to External Examiners
- there are a combination of reasons to account for this; late submission by External Examiners; internal LTS issues that are now resolved; communication between LTS and academic staff

Postgraduate:

- of the 103 PGT reports that the University expected to receive, 6 (approx 6%) were not submitted by the External Examiner
- of the 6 Examiners who did not submit PGT reports, 5 were reappointed and 1 was not
- of the 97 PGT reports received, 24 (approx. 25%) are at various stages of our internal scrutiny procedures, and responses have not yet been approved by FLTQC for feedback to External Examiners
- the PGT Exam Boards sit later than the UG Boards and reports, therefore, are submitted later and the scrutiny operates on a later timetable. However, a number of reports remain outstanding for the same combination of reasons that has affected the scrutiny of the UG reports.

The Learning and Teaching Service will be continuing to pursue the processing of these reports and will ensure that the reports are duly considered, responses approved and fed back to the External Examiners, in compliance with the Code of Practice on External Examiners. LTS anticipates that any remaining non-compliance will be attributable only to non-submission by the External Examiners shown on the non-compliance report.

However, LTS recognises the tardiness with which some reports have been scrutinised and the potential compromise to our quality assurance processes. LTS has introduced closer monitoring for subsequent years to ensure that administrative and academic colleagues can work together to scrutinise reports efficiently and provide timely feedback to External Examiners. In addition, LTS has a robust system in place for following up outstanding External Examiners reports which it continues to operate.

Attached are the FLTQC Reports on 2013-14 External Examiner Reports.

**Attachments:**

Non-Compliance Report External Examiners' Reports 2013-14  
FLTQC Reports on External Examiners' Reports 2013-14

School	Surname	Initial	Title	UG/PGT	Date Report Received	Date Response Prepared	Date of Response by FLTQC Scrutineer	Date signed off by FLTQC	Response letter sent to Examiner
CCE	Richardson	Carolyn	Ms.	UG	13-Jan-2014	05-Jun-2014	X	X	X
CCE	Seddon	Sharon	Ms	UG	08-May-2014	No	X	X	X
CMP/MTH (Act Sci)	Savill	Peter	Mr	UG	02-Jul-2013	Unknown	06-Jan-2014	Feb-2014	X
CMP/MTH (Act Sci)	Whelan	Shane	Dr	UG	24-Jun-2013	Unknown	06-Jan-2014	Feb-2014	X
HIS	Swain	Geoffrey	Professor	UG	24-Jan-2014	Unknown	X		X
LAW	Scott	Andrew	Dr	UG	None				
MTH	Brightwell	Graham	Professor	UG	Not received				
								X	X
NSC	Barlow-Harrison	Anne	Ms	UG	14-Oct-2013	09-Oct-2013	30-May-2014		
NSC	Brown	Steven	Mr	UG	25-Sep-2013	08-Oct-2014	30-May-2014	X	X
NSC	Dewing	Jan	Professor	UG	Received	03-Oct-2014	X	X	X
NSC	Mathers	Billy	Mr	UG	25-Sep-2013	09-Oct-2013	Chased 14/5 & 11/6	X	X
NSC	Mayne	Wendy	Ms.	UG	Not received				
								X	X
NSC	Narramore	Naomi	Mrs.	UG	02-Sep-2013	05-Nov-2013	30/05/2014 Amended crit read requested 15 July		
NSC	Rushforth	Helen	Dr	UG	21-Nov-2013	10.10.14	X	X	X
NSC	Staniland	Karen	Dr	UG	25-Jul-2013	29-Oct-2013	Chased 14/5 & 11/6	X	X
NSC	Todd	Ruth	Ms?	UG	26-Aug-2013	29-Oct-2013	Chased 14/5 & 11/6	X	X
PHA	Florence	Alastair	Professor	UG	Not received				
PSY	Cook	Rachel	Dr	UG	Not received				
CHE	Hird	Michael	Professor	PGT	11-Oct-2014	20-Mar-2014	12-May-2014	Jul-14	X
EDU	Beaton	Fran	Ms	PGT	09-Dec-2013	Date unknown	X	X	X
EDU	Burstow	Bob	Dr	PGT	22-Nov-2013	Date unknown	X	X	X
EDU	Carmichael	Patrick	Professor	PGT	03-Feb-2014	Date unknown	X	X	X
EDU	Clarke	Helen	Dr	PGT	03-Mar-2014	Date unknown	X	X	X
EDU	Croft	Alison	Dr	PGT	28-Nov-2013	Date unknown	X	X	X
EDU	Ford	Sheila	Dr	PGT	5-Sep-2013 & 12-Dec-2013	Date unknown	X	X	X
EDU	Stone	Jennifer	Ms	PGT	23-Sep-2013	Date unknown	X	X	X
ENV	Fairchild	Ian	Professor	PGT	28-Oct-2013	18-Jul-2014	X	X	X
ENV	Hill	Jane	Professor	PGT	10-Feb-2014	28-Jul-2014	X	X	X
ENV	Holder	Jane	Professor	PGT	10-Jan-2014	17-Jul-2014	X	X	X
ENV	Stevenson	David	Dr	PGT	04-Feb-2014	17-Jul-2014	X	X	X
ENV	White	Piran	Professor	PGT	24-Jan-2014	18-Jul-2014	X	X	X
								16/06/2014 Crit read identified problems with school response. Updated EE report sent from S Malikowski 4 July. Amended school response received 17.7.14.	X
FMH	Malikowski	Steven	Dr	PGT	19-Feb-2014	28-Apr-2014			
FMH	Mathers	Billy	Mr	PGT	10-Jul-2013 & 30-Oct-2013 & 26-Nov-2013	X	X	X	X
FMH	McLaughlin	John	Professor	PGT	30-Oct-2013	11-Mar-2014		X	X
FMH	Mohanna	Kay	Dr	PGT	19-Jul-2013	18-Mar-2014	X	X	X
LAW	Gehring	Markus	Dr	PGT	Not received				
LAW	Scott	Andrew	Dr	PGT	Not received				
MED	Rainsbury	Richard	Mr	PGT	Comments received but no report yet				
MED	Tighe	Sean	Dr	PGT	Not received				
MED	Whittington	Adrian	Dr	PGT	07-Feb-2014	05-Mar-2014	13-Jun-2014	X	X
MTH	Al-Duri	Bushra	Dr	PGT	06-Nov-2013	28-Jan-2014	12-May-2014 & 30-May-2014	X	X
NBS	Ioannidis	Christos	Professor	PGT	Not received				
NBS	Souchon	Anne	Professor	PGT	Not received				
NSC	Dewing	Jan	Professor	PGT	25-May-2014	02-Oct-2014	X	X	X

NSC	Murray	Karen	Ms	PGT	09-Sep-2013	04-Mar-2014 No (only summary of issues by TL)	X	X	X
NSC	Rushforth	Helen	Dr	PGT	18-Nov-2013	Date unknown	X	X	X
PSY	Millings	Abigail	Dr	PGT	09-Jan-2014	Date unknown	X	X	X
SWK	Doel	Mark	Professor	PGT	13-Dec-2013	Date unknown	X	X	X

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

Faculty	FMH		
Academic Year to which reports relate	2012/13		
Undergraduate	X	Integrated Masters	Taught Postgraduate
Report Prepared by	Rosie Doy		
Date	10/10/14		
Please attach	A list of the external examiners' reports considered by FLTQC and included in this report		
	A copy of the School Response proforma (LTQO already holds a copy of the report)		
<p><b>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.</b></p>			
<p>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.</p>			
<p>One of the MED EEs has commented positively on being sent the OSCE papers to review, and that the written papers were reviewed electronically. This is something we would wish to be adopted across the Faculty as HSC currently has to post everything? We are exploring to use of Rogo to facilitate this.</p> <p>Another MED EE has commended the use of survey monkey for reviewing examination papers. Is this a practice that can be adopted across the Faculty as HSC still has to use royal mail, and use hard copies only within the School and University?</p> <p>The EE has commended the presentation of an overall report that is a summary of performance and metrics for individual assessments. I think this</p>			

is something we could consider for HSC.

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

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The EE has commended the presentation of an overall report that is a summary of performance and metrics for individual assessments. I think this is something we could consider for HSC.

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

HSC and MED colleagues are exploring whether Rogo may be rolled out.

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

- **13 December 2013 for undergraduate and Integrated Masters reports**
- **28 February 2014 for taught postgraduate reports**



University of East Anglia

UNIVERSITY OF EAST ANGLIA –  
FACULTY OF SCIENCE

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

Faculty	SCI			
Academic Year to which reports relate	2012/13			
Undergraduate	x	Integrated Masters	x	Taught Postgraduate
Report Prepared by	Ben Milner (Associate Dean, SCI LTQC)			
Date				
Please attach	A list of the external examiners' reports considered by FLTQC		<a href="Z:\LTS Folders\External Examiners\External Examiners' Reports\Completed Documentation\2012-13\SCI\UG">Z:\LTS Folders\External Examiners\External Examiners' Reports\Completed Documentation\2012-13\SCI\UG</a>	
	A copy of the School Response proforma		<a href="Z:\LTS Folders\External Examiners\External Examiners' Reports\Completed Documentation\2012-13\SCI\UG\CHE">Z:\LTS Folders\External Examiners\External Examiners' Reports\Completed Documentation\2012-13\SCI\UG\CHE</a>	
<p><b>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.</b></p>				
<p>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.</p>				
<ul style="list-style-type: none"> <li>• Marking was viewed as being fair although markers should ensure that the full range of marks is being used, particularly in final year projects where a small range is noted in several schools.</li> <li>• Consideration should be given to anonymous Exam Boards (noted that some Boards in SCI already operate this system and the Externals are very happy with the format of the Boards and the anonymity of the documentation)</li> <li>• Request for the School(s) to consider a mechanism whereby External Examiners could meet with students and observe their work first hand (e.g. invite externals to attend some student project presentations). It was noted that some Boards already invite their Externals to attend project presentations and for the Externals that engaged with this, they found it a very useful exercise.</li> </ul>				

- More robust processes for the receipt and “translation” of marks from students who have spent a semester or year abroad.
- Written feedback following the consideration of the External’s comments/suggestions on draft examination papers would be useful.
- Find a way to review overall module results to avoid fail marks being recorded with a tiny margin that is unchangeable.
- Consider enhancing policies of plagiarism to ensure that cases are picked up and the penalties are sufficient and consistent.
- There is potential to make the preparation and checking of resit papers more efficient, by making greater use of existing material (provided it is protected appropriately)
- The ruling not to allow any rounding of marks needs to be reviewed. It is out of line with practice in most institutions and appears to assume absolute marking accuracy.
- Make provision to allow externals to meet with students.