

1. Summary and Analysis of Undergraduate External Examiners Reports 2013/14

Overall most expected reports were received by the Academic Development and Quality Enhancement Office and distributed widely throughout the institution in line with agreed procedures (71/71 received giving a 100% response rate compared to a 97% response rate in 2012/13). This excludes BSMS reports which JARB receives on behalf of the University of Sussex and the University of Brighton.

Actions plans in response to School level issues will be considered by the School TLCs and responses sent directly by the Chair of the Progression and Award Board (PAB) to External Examiners. The reports and the action plans will be reviewed during the Annual Course Review event which will take place on 10th December 2014. A proposed response to institutional issues that have been raised in External Examiner Reports have been set out below in italics.

Outstanding External Examiner Reports 2013/14:

Sections 2-4 provide a summary of data extracted from the External Examiner reports 2013/14 and areas of good practice amongst Schools.

Institutional issues (refer to relevant section for more detail)

- Marking conversion scales for study abroad marks need to be reviewed in view of the impact on classification – *UTLC to consider paper presented in October 2014.*
- Improve communication and workload planning for External Examiners (better communication regarding moderation timescales, consistent and clear evidence of a distinct marking and moderation, provision of statistical data as part of the moderation process*, opportunities to meet students) - *ADQE to work with Schools to improve information provided.*
- Some concern over mitigating circumstances and how the Progression and Award Board (PAB) takes this into consideration – *improve guidance provided at PAB.*

* UTLC recommended that this issue be included as an institutional issue rather than a School issue.