

1. Summary and Analysis of Undergraduate External Examiners Reports 2014/15

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 (72/72 received giving a 100% response rate compared to a 100% response rate in 2013/14). 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 9th December 2015. A proposed response to institutional issues that have been raised in External Examiner Reports have been set out below in italics.

Sections 2-4 provide a summary of data extracted from the External Examiner reports 2014/15 and areas of good practice amongst Schools.

Institutional issues for 2014/15 (refer to relevant section for more detail)

- Ongoing concerns re External Examiners workload and clarity of role in the moderation process – *see response below.*
- Efficiency of PAB operation with boards running over a number of hours combined with loss of course oversight – *pilot being undertaken in BMEc at PGT level to separate the business by discipline whilst providing oversight by core group of PAB members.*
- Concern regarding discretion to offer sits as a result of impairment and whether it is being consistently applied – *to undertake a review through Examination and Assessment Regulations sub-committee.*

Update on Institutional issues from 2013/14:

- Grade conversion scales for study abroad marks need to be reviewed in view of the impact on classification – *Study abroad conversion scales were reviewed during 2014/15 with new scales approved for a study abroad year 2016/17 (to be applied on a no detriment basis). Students have been informed of this.*
- 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) – *roll out of E-Submission for level 5 assessments will enable external moderation at an earlier stage and will ensure evidence of separate marking and moderation processes are provided, along with statistical data. FAQs will be provided to External Examiners to help address some of the issues being raised.*
- Some concern over mitigating circumstances and how the Progression and Award Board (PAB) takes this into consideration – *University policy is that personal circumstances are considered outside of the PAB.*

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