

## The University of Leeds

## EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2011– 2012

**Part A: General Information****Subject area and awards being examined**

|                               |   |
|-------------------------------|---|
| Faculty / School of:          | Law   |
| Subject(s):                   | <i>Law</i>  |
| Programme(s) / Module(s):     | English Legal System (LLM and LAW1040), English Law: System, Context & Methods (LAW1045), Policing I (LAW5110M), Policing II (LAW5215M), Policing (LAW3160), Principles of Criminal Law (LAW1140), Evidence (LAW3100), Dissertations. |
| Awards (e.g. BA/BSc/MSc etc): | LLB, LLM  |

**Completed report**

The completed report should be attached to an e-mail and sent as soon as possible, and no later than six weeks after the relevant meeting of the Board of Examiners, to [exexadmin@leeds.ac.uk](mailto:exexadmin@leeds.ac.uk).

Alternatively you can post your report to: **Head of Academic Quality and Standards**  
Academic Quality and Standards Team  
Room 12:81, EC Stoner Building  
The University of Leeds, Leeds LS2 9JT

**Part B: Comments for the Institution on the Examination Process and Standards****Matters for Urgent Attention**

*If there are any areas which you think require urgent attention before the programme is offered again please note them in this box*

None.

**Only applicable in first year of appointment**

*Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?*

Yes.

**For Examiners completing their term of appointment**

*Please comment on your experience of the programme(s) over the period of your appointment, remarking in particular on changes from year to year and the progressive development and enhancement of the learning and teaching provision, on standards achieved, on marking and assessment and the procedures of the School*

N/A

## Standards

### 1. Please indicate the extent to which the programme Aims and Intended Learning Outcomes (ILOs) were commensurate with the level of the award

- *The appropriateness of the Intended Learning Outcomes for the programme(s)/modules and of the structure and content of the programme(s);*
- *The extent to which standards are appropriate for the award or award element under consideration.*

I believe the programme aims and ILO's were commensurate for the award. I had the opportunity of looking at both the programme and module awards and I believe that they are appropriate for the awards and also comparable to those in other institutions. I have no concerns about any of the aims and ILOs

### 2. Did the Aims and ILOs meet the expectations of the national subject benchmark (where relevant)?

- *The comparability of the programme(s) with similar programme(s) at other institutions and against national benchmarks and the Framework for Higher Education Qualifications.*

The undergraduate aims and ILOs are certainly in line with the national benchmarks for law. They are also comparable to other institutions that I am aware of. In terms of the LLM programme I can confirm that these are appropriate and were comparable to other LLM provision that I am aware of in comparable institutions.

### 3. Please comment on the assessment methods and the appropriateness of these to the ILOs

- *The design and structure of the assessment methods, and the arrangements for the marking of modules and the classification of awards;*
- *The quality of teaching, learning and assessment methods that may be indicated by student performance.*

The assessment methods were good and it was clear that a student undertaking the assessments in the modules that I examined would be able to demonstrate that they met the learning outcomes for each of the modules. I saw drafts of assessments and am happy to confirm that I think they were of the right standard and structure.

From seeing the student performance I have no concerns as to the quality of the teaching, learning & assessment methods which I believe are very high.

### 4. Were students given adequate opportunity to demonstrate their achievement of the Aims and ILOs?

- *The academic standards demonstrated by the students and, where possible, their performance in relation to students on comparable courses;*
- *The strengths and weaknesses of the students as a cohort.*

Yes, the students were clearly able to demonstrate their achievement. I paid particular attention to the border grades and also the pass/fail students. It was very clear why the students who failed achieved the marks that they did and that this was linked inextricably to the fact that they had not met the ILOs of a particular module.

### 5. For Examiners responsible for programmes that include clinical practice components, please comment on the learning and assessment of practice components of the curriculum

N/A

### 6. Please comment on the nature and effectiveness of enhancements to the programme(s) and modules since the previous year

*It would be particularly helpful if you could also identify areas of good practice which are worthy of wider dissemination.*

N/A (First report)

### 7. Please comment on the influence of research on the curriculum and learning and teaching

*This may include examples of curriculum design informed by current research in the subject; practice informed by research; students undertaking research.*

It is clear that the research undertaken by the Law School has an influence on the content of the modules and the way in which the assessments are designed.

## For Examiners involved in mentoring arrangements

### 8. If you have acted as a mentor to a new External Examiner or have received mentor support please comment here on the arrangements

**9. The University and its Schools provide guidance for External Examiners as to their roles, powers and responsibilities. Please indicate whether this material was sufficient for you to act effectively as an External Examiner.**

- *Whether External Examiners have sufficient access to the material needed to make the required judgements and whether they are encouraged to request additional information.*

I thought the material that was given to me was excellent and I was fully briefed on how the University of Leeds reaches its decisions, and what its marking processes are. I thought the induction arrangements have been excellent.

**10. Did you receive appropriate documentation relating to the programmes and/or parts of programmes for which you have responsibility, e.g. programme specifications or module handbooks, marking criteria?**

- *The coherence of the policies and procedures relating to External Examiners and whether they match the explicit roles they are asked to perform.*

Yes. I was fully briefed about all aspects of my role and was given sufficient material and was also confident that should I wish anything else it would be given to me.

**11. Were you provided with all draft examination papers/assessments? Was the nature and level of the questions appropriate? If not, were suitable arrangements made to consider your comments?**

Yes.

**12. Was sufficient assessed / examined work made available to enable you to have confidence in your evaluation of the standard of student work? Were the scripts clearly marked/annotated?**

Yes. The samples given to me were excellent. I particularly commend the approach of sending all fails and firsts. I paid particular attention to the differences between the grades and was able to do this through the sample provided.

**13. Was the choice of subjects for dissertations appropriate? Was the method and standard of assessment appropriate?**

Yes. I was extremely impressed with the quality of some of the dissertations and some of the topics that were chosen. Some of the dissertations I saw involved extremely challenging topics but it was clear that the students were prepared for this and had received appropriate academic support throughout the module.

**14. Were the administrative arrangements satisfactory for the whole process, including the operation of the Board of Examiners? Were you able to attend the meeting? Were you satisfied with the recommendations of the Board?**

The administrative arrangements were excellent. The board was conducted in a very professional manner and each member of the board was fully involved with decisions, including where there was any discretion. The external examiners were fully involved in the examination board and were encouraged to intervene where they thought it necessary.

**15. Were appropriate procedures in place to give due consideration to mitigating circumstances and medical evidence?**

Yes but at the same time it was clear that the arrangements took into account proper concerns about confidentiality.

Other comments

**Please use this box if you wish to make any further comments not covered elsewhere on the form**

This was my first examination board at the University of Leeds and I have been very impressed with the way that everything has been handled. I am an experienced external examiner but the conduct of the examination arrangements and the administration surrounding my role has been excellent and probably the best of all universities I have attended.

I particularly commend the Law School for its dedication in using the full range of marks. There was only one module where I had any doubt whether the full-range was being used but in general I was extremely happy with the marks awarded. There are some excellent students at the University of Leeds and it is important that strong performances are reflected in the marks awarded. I am delighted that they were.

I also wish to commend the quality of the feedback that is given to students. I think there is some excellent examples of high-quality feedback that will allow students to understand the mark that they have been given and what they could do to improve performance. I saw examples of feedback that did this not only in respect of the lower end marks but also the upper-end and this is to be strongly commended. It is good to see that a first-class mark just does not receive feedback the equivalent of 'well-done' but also shows how further improvements can be made.



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2 October 2012

Dear <>

I am writing to formally acknowledge receipt of your external examiner's report for the 2011-12 academic year and to thank you for the comments you made. We are encouraged that we have made a good first impression and hope we can continue to do so over the next two to three years. I would also like to thank you for attending our examinations board at what is a very busy time of the year.

Thank you also for your comments in relation to how you have found the administrative process attached to external examining at Leeds. We work hard to ensure our examiners are provided with as smooth an administrative experience as possible so that you are able to concentrate your attention to the assessments themselves.

Again, many thanks for your contribution to our assessment processes.

Yours sincerely,

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Head of School

## The University of Leeds

## EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2011– 2012

**Part A: General Information****Subject area and awards being examined**

|                               |   |
|-------------------------------|---|
| Faculty / School of:          | Law   |
| Subject(s):                   | <i>Public Law</i>   |
| Programme(s) / Module(s):     | Constitutional law, administrative law, human rights law and related subjects |
| Awards (e.g. BA/BSc/MSc etc): | LLB, LLM  |

**Completed report**

The completed report should be attached to an e-mail and sent as soon as possible, and no later than six weeks after the relevant meeting of the Board of Examiners, to [exexadmin@leeds.ac.uk](mailto:exexadmin@leeds.ac.uk).

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Academic Quality and Standards Team  
Room 12:81, EC Stoner Building  
The University of Leeds, Leeds LS2 9JT

**Part B: Comments for the Institution on the Examination Process and Standards****Matters for Urgent Attention**

*If there are any areas which you think require urgent attention before the programme is offered again please note them in this box*

None.

**Only applicable in first year of appointment**

*Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?*

No.

**For Examiners completing their term of appointment**

*Please comment on your experience of the programme(s) over the period of your appointment, remarking in particular on changes from year to year and the progressive development and enhancement of the learning and teaching provision, on standards achieved, on marking and assessment and the procedures of the School*

## Standards

**1. Please indicate the extent to which the programme Aims and Intended Learning Outcomes (ILOs) were commensurate with the level of the award**

- *The appropriateness of the Intended Learning Outcomes for the programme(s)/modules and of the structure and content of the programme(s);*
- *The extent to which standards are appropriate for the award or award element under consideration.*

I have no concerns in this regard.

**2. Did the Aims and ILOs meet the expectations of the national subject benchmark (where relevant)?**

- *The comparability of the programme(s) with similar programme(s) at other institutions and against national benchmarks and the Framework for Higher Education Qualifications.*

Yes.

**3. Please comment on the assessment methods and the appropriateness of these to the ILOs**

- *The design and structure of the assessment methods, and the arrangements for the marking of modules and the classification of awards;*
- *The quality of teaching, learning and assessment methods that may be indicated by student performance.*

I have been very positively impressed with what I have seen in this regard. Assessment methods and their design and structure seem sound, well conceived, and well executed.

**4. Were students given adequate opportunity to demonstrate their achievement of the Aims and ILOs?**

- *The academic standards demonstrated by the students and, where possible, their performance in relation to students on comparable courses;*
- *The strengths and weaknesses of the students as a cohort.*

Yes, absolutely.

**5. For Examiners responsible for programmes that include clinical practice components, please comment on the learning and assessment of practice components of the curriculum**

n/a

**6. Please comment on the nature and effectiveness of enhancements to the programme(s) and modules since the previous year**

*It would be particularly helpful if you could also identify areas of good practice which are worthy of wider dissemination.*

n/a: this is my first year

**7. Please comment on the influence of research on the curriculum and learning and teaching**

*This may include examples of curriculum design informed by current research in the subject; practice informed by research; students undertaking research.*

There is good evidence of this, notably (in my area) with regard to terrorism and the law.

## For Examiners involved in mentoring arrangements

**8. If you have acted as a mentor to a new External Examiner or have received mentor support please comment here on the arrangements**

n/a

## The Examination/Assessment Process

9. The University and its Schools provide guidance for External Examiners as to their roles, powers and responsibilities. Please indicate whether this material was sufficient for you to act effectively as an External Examiner.

- *Whether External Examiners have sufficient access to the material needed to make the required judgements and whether they are encouraged to request additional information.*

Yes.

10. Did you receive appropriate documentation relating to the programmes and/or parts of programmes for which you have responsibility, e.g. programme specifications or module handbooks, marking criteria?

- *The coherence of the policies and procedures relating to External Examiners and whether they match the explicit roles they are asked to perform.*

Yes.

11. Were you provided with all draft examination papers/assessments? Was the nature and level of the questions appropriate? If not, were suitable arrangements made to consider your comments?

Yes and yes.

12. Was sufficient assessed / examined work made available to enable you to have confidence in your evaluation of the standard of student work? Were the scripts clearly marked/annotated?

On the whole, yes.  
Scripts were clearly marked, yes.

13. Was the choice of subjects for dissertations appropriate? Was the method and standard of assessment appropriate?

Yes.

14. Were the administrative arrangements satisfactory for the whole process, including the operation of the Board of Examiners? Were you able to attend the meeting? Were you satisfied with the recommendations of the Board?

The arrangements were more than satisfactory. I was not able to attend the meeting of the Board of Examiners.

15. Were appropriate procedures in place to give due consideration to mitigating circumstances and medical evidence?

I cannot judge this.

## Other comments

Please use this box if you wish to make any further comments not covered elsewhere on the form

I have no further comments.



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26 October 2012

Dear <>

I am writing to formally acknowledge receipt of your external examiner's report for the 2011-12 academic year and to thank you for the comments you made. We are encouraged that we have made a good first impression and hope we can continue to do so over the next three years. We are currently reviewing our undergraduate curriculum and have noted in particular your comments about the integration of research and teaching/learning.

Thank you also for your comments in relation to how you have found the administrative process attached to external examining at Leeds. We work hard to ensure our examiners are provided with as smooth an administrative experience as possible so that you are able to concentrate your attention to the assessments themselves.

Again, many thanks for your contribution to our assessment processes.

Yours sincerely,

<>

Head of School