







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

Yes to all the above

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?

Yes the administration of the operation of the board was exemplary. I was able to attend the meeting and was very satisfied that due to consideration was paid to all students.

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

Yes – these procedures and circumstances were given thorough consideration and were applied consistently and fairly between students.

#### Other comments

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

The comments made so far have been made elsewhere – most notably in the summary of my experience overall given I am ending my term of appointment.

12 December 2013

Dear

**External Examiner's Report 2012 – 2013**

On behalf of the School, may I thank you for your Examiner's Report which was discussed by colleagues at the POLIS Taught Student Education Committee meeting on the 20 November 2013.

Thank you for your very positive report. You can be sure that we will be working hard to maintain the high standards of marking, moderation, feedback and management of the exam process that you pick out. You note that we have always taken external examiners' comments very seriously and dealt with issues raised by our externals, and I would like to thank you for the suggestions and recommendations you have made over the years. You are ending your term of appointment as one of our externals and will be a hard act to follow.

May I take this opportunity to thank you for the time and effort that you have invested as our external examiner in ensuring that the programmes and modules offered by POLIS are commensurate with the standards offered in comparable institutions. We really appreciate all the hard work you have put in over the years and the constructive way in which you have engaged with us.

Yours sincerely

**Head of School**