

The University of Leeds
EXTERNAL EXAMINER'S REPORT

ACADEMIC YEAR: 2016-17

Part A: General Information

Subject area and awards being examined

Faculty / School of:	Business
Subject(s):	<i>Business Law and Employment Law</i>
Programme(s) / Module(s):	BA HRM/ BA Mgmt and HR LUBS2810/ LUBS3915
Awards (e.g. BA/BSc/MSc etc):	BA

Part B: Comments for the Institution on the Examination Process and Standards

Points of innovation and/or good practice

Good mix of CA/ exams. Well-crafted CAs. Marking is fair, and appropriate. Standards are certainly in line with expectations.

Enhancements made from the previous year

Continuation of good practice; updating of material as appropriate.

Matters for Urgent Attention

n/a

For Examiners in the first year of appointment

1.	Were you provided with an External Examiners Handbook?	Y / N
2.	Were you provided with copies of previous relevant External Examiners' reports and the response of the School to these?	Y / N
3.	Were you provided with a External Examiner Mentor?	Y / N

For Examiners completing their term of appointment

4.	Have you observed improvements in the programme(s) over the period of your appointment?	Y / N
5.	Has the school responded to comments and recommendations you have made?	Y / N
6.	Where recommendations have not been implemented, did the school provide clear reasons for this?	Y / N
7.	Have you acted as a External Examiner Mentor?	Y / N

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

8.	Is the overall programme structure coherent and appropriate for the level of study?	Y
9.	Does the programme structure allow the programme aims and intended learning outcomes to be met?	y
10.	Are the programme aims and intended learning outcomes commensurate with the level of award?	Y
11.	Did the Aims and ILOs meet the expectations of the national subject benchmark (where relevant)?	Y
12.	Is the programme(s) comparable with similar programmes at other institutions?	Y
<p><i>Please use this box to explain your overall impression of the programme structure, design, aims and intended learning outcomes.</i></p> <p><i>I am primarily examining two law-based modules. These seem to me to fit well within the programme structure, are well-designed, the material covered is appropriate, and the learning outcomes for the modules align with expectations.</i></p>		
13.	Is the influence of research on the curriculum and learning and teaching clear?	Y
<p><i>The material is up-to-date, and cognisant of recent developments in the fields of law covered. Exam/ CA questions likewise track contemporary developments.</i> <i>CA allows students to undertake research</i></p>		
14.	Does the programme form part of an Integrated PhD?	N
<p><i>Please comment on the appropriateness of the programme as training for a PhD:</i></p>		
15.	Does the programme include clinical practice components?	N
<p><i>Please comment on the learning and assessment of practice components of the curriculum here:</i></p>		
16.	Is the programme accredited by a Professional or Statutory Regulatory Body (PSRB)?	N
<p><i>Please comment on the value of, and the programme's ability to meet, PSRB requirements here:</i></p>		

Assessment and Feedback

17.	Does the programme design clearly align intended learning outcomes with assessment?	Y
<p><i>CAs are well designed, and allow students to demonstrate problem-solving, and research, abilities. Marking is fair and appropriate. Good feedback is given to the students, which will enhance learning opportunities.</i></p>		
18.	Is the design and structure of the assessment methods appropriate to the level of award?	Y
19.	Were students given adequate opportunity to demonstrate their achievement of the programme aims and intended learning outcomes?	Y
<p><i>See above (17). Student performance seems in line with what I would expect from a cohort of this nature.</i></p>		

Please use this box to provide any additional comments you would like to make in relation to assessment and feedback:

The assessments are well-designed, appropriate to the learning outcomes, and give students an opportunity to demonstrate they have researched, and absorbed, the course materials.

The Progression and Awards Process

20.	Were you provided with guidance relating to the External Examiners role, powers and responsibilities in the examination process?	Y
21.	Was the progression and award guidance provided sufficient for you to act effectively as an External Examiner?	Y
22.	Did you receive appropriate programme documentation for your area(s) of responsibility?	Y
23.	Did you receive appropriate module documentation for your area(s) of responsibility?	y
24.	Did you receive full details of marking criteria applicable to your area(s) of responsibility?	y
25.	Were you provided with all draft examination papers/assessments?	Y
26.	Was the nature and level of the assessment questions appropriate?	Y
27.	Were suitable arrangements made to consider your comments on assessment questions?	Y
28.	Was sufficient assessed work made available to enable you to have confidence in your evaluation of the standard of student work?	Y
29.	Were the examination scripts clearly marked/annotated?	Y
30.	Was the choice of subjects for final year projects and/or dissertations appropriate?	Y
31.	Was the method and standard of assessment appropriate for the final year projects and/or dissertations?	Y
32.	Were the administrative arrangements satisfactory for the whole process, including the operation of the Progression and Awards Board?	N/A
33.	Were you able to attend the Progression and Awards Board meeting?	N
34.	Were you satisfied with the recommendations of the Progression and Awards Board?	Y
35.	Were you satisfied with the way decisions from the School Special Circumstances meeting were communicated to the Progression and Awards Board?	N/A

Please use this box to provide any additional comments you would like to make on the questions above:

I found the admin support thorough and effective and was very happy with the materials presented to me, and the standard of marking and assessment. The lecturers are to be highly commended for their dedication, care, and high professional standards.

Other comments

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

I was unable to attend the Board due to a clash with my own commitments (unavoidable)

Leeds University Business School

Maurice Keyworth Building
University of Leeds
Leeds LS2 9JT

W business.leeds.ac.uk



UNIVERSITY OF LEEDS

Monday, 5th February 2018

Dear

Thank you very much for your Examiner's Report for the undergraduate Business Law and Employment Law modules taught by the Work and Employment Relations Division at Leeds University Business School.

We are very pleased with your comments on our programme. In particular, we appreciate your positive comments on the design of the coursework assignments and the feedback that we give to students. We are constantly seeking to enhance the student experience at LUBS, and will strive to maintain these high standards in future years. I will pass on your comments to the administrators and lecturers responsible for the two modules for which you act as external examiner.

On behalf of the Work and Employment Relations Division, thank you once again for your comments. We greatly appreciate the assistance you have given to us, and I look forward to meeting you at next year's examination board.

Yours sincerely

Dean, Leeds University Business School

World Ranked – Triple Accredited – Award Winning