UNIVERSITY OF ABERDEEN
QUALITY ASSURANCE COMMITTEE

Minute of the Meeting held on 7 February 2013

Present: Dr K Shennan (Convener), Ms M Beaton, Dr R Bernard, Professor G M Coghill, Dr D C Hendry, Dr S Lawrie, Ms Emma Hay (Clerk)

Apologies: Ms J Bjorkqvist, Dr D Comber, Ms A Desilligny, Professor D Lurie, Professor P McGeorge, Mr J Wyllie

EXTERNAL EXAMINING REPORTS

College of Arts and Social Sciences (QAC/300113/001a)
College of Life Sciences and Medicine (QAC/300113/001b)
College of Physical Sciences (QAC/300113/001c)

1.1 The Committee noted the External Examining reports submitted and wished to express their thanks to Colleges and Schools. The Committee specifically wished to thank the Directors of Teaching and Learning for Arts and Social Sciences and Life Sciences and Medicine for the submission of their College reports.

1.2 The Committee noted concern over the fact that there are reports yet to be submitted by External Examiners to the University. The Committee proposed that these Examiners should be reminded of the requirement to submit a report.

1.3 The Committee agreed that overall, the responses had been adequate to the comments raised by External Examiners. The Committee did, however, note the following points:

- External Examiners should be reminded of their role to ensure they are acting in the correct way. Members of the committee noted with some concern that Examiners may be acting in ‘dual roles’ in some instances and noted that this practice should not be permitted to continue.
- The Committee wished to remind Schools to ensure each comment that has been responded to should be listed. The Committee often found it difficult to interpret a School response without the full context available for their consideration.
- The Committee noted issues raised by Externals including those of Anonymous marking, the Undergraduate Grade Spectrum and the Common Assessment Scale. The Committee acknowledged that work to address issues in all three of these areas was currently being taken forward by the University.
- The Committee noted several areas of Good Practice throughout the reports and urged that these be disseminated throughout the University.

1.4 The Committee agreed that the responses should now be sent to External Examiners to ‘close the External Examining loop’.  

Action: Clerk

STUDENT COURSE EVALUATION FORMS

(Oral Update)

2.1 The Committee acknowledged the submissions received to date but noted concern that many submissions remained outstanding. These were noted as follows:
- **Biological Sciences** (1ˢᵗ and 2ⁿᵈ Half Session, both UG and PG)
- **Divinity, History, Philosophy** (History of Art [PG – 1ˢᵗ and 2ⁿᵈ Half Session], Philosophy [PG – 1ˢᵗ and 2ⁿᵈ Half Session], History [UG and PG – 1ˢᵗ and 2ⁿᵈ Half Session])
- **Education** (2ⁿᵈ half session both UG and PG)
- **Engineering** (2ⁿᵈ half session both UG and PG)
- **Geosciences** (1ˢᵗ and 2ⁿᵈ Half Session, both UG and PG)
- **Law** (1ˢᵗ and 2ⁿᵈ Half Session, both UG and PG)
- **Natural and Computing Sciences** (1ˢᵗ and 2ⁿᵈ Half Session, PG)
- **Psychology** (1ˢᵗ and 2ⁿᵈ Half Session, PG)
- **Social Science** (1ˢᵗ and 2ⁿᵈ Half Session, UG)

2.2 Of the returns received, the Committee agreed that the responses provided by way of the Course Review Summary Report were adequate. Members of the Committee agreed to return detailed feedback to the Clerk for dissemination.

   **Action:** Clerk & Committee

**DATE OF NEXT MEETING**

3.1 The next meeting will be held on Wednesday 13 March 2013 at 2pm, in the Videoconferencing Suite, University Office