



## EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report and are available at:

<https://intranet.cardiff.ac.uk/staff/teaching-and-supporting-students/exams-and-assessment/exam-boards-and-external-examiners/for-current-external-examiners/external-examiners-reports>

	For completion by External Examiner:		
Name of External Examiner:	Dr MARIE-MARTHE GERVAIS –le GARFF		
Home Institution / Employer of External Examiner:	Until October 2016: Plymouth University, currently Language Consultant.		
Programme and / or Subjects Covered by this Report	LEARN Diploma in Higher Education		
Academic Year / Period Covered by this Report:	2016/2017	Date of Report:	November 2017

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online and should not make any reference to any individual students or members of staff.**

### 1. Programme Structure

- The programme is modular and offers a valuable mix of language and culture modules at Level 5. The programme is characterised by its flexibility: students have a maximum of 10 years to complete the Diploma, which is particularly appropriate for adult learners interested in a part-time course.
- Students need 120 credits at Level 5 completed in pre-defined 60 credit study blocks to be awarded the Diploma of Higher Education. Currently the following areas offer 60 credit blocks: computing and languages.

### 2. Academic Standards

- Quality assurance mechanisms are in place involving both internal and external moderation. There is one Modern Language External Examiner who oversees all the languages and who attends the July Subject Board of Examiners where marks are confirmed.

- There is evidence of work pitched at level 5, judging from the small samples made available to me for inspection prior to the Award Board, as well as evidence of detailed and constructive feedback.

### 3. The Assessment Process

- An excellent benchmarking of language levels against the Common European Framework of Reference is in place.
- The Award Board in November 2017 was conducted fairly and examination board processes were adhered to.

### 3. Year-on-Year Comments

- **It is worth mentioning that the high proportion of Distinctions awarded is not due to overgenerous marking but to the high quality of the students' cohort taking the Diploma, often mature students, very hardworking and highly motivated.**
- **The Diploma of Higher Education is a valuable asset for the University and the community. It is to be hoped that the forthcoming Periodic Review will consider the possibility of further enhancing the provision of study blocks contributing to the Diploma.**

### 4. Preparation / Induction Activity (for new External Examiners only)

NA, not invited.

### 6. Noteworthy Practice and Enhancement

- Some of the courses prepare for other qualifications such as the DELF B2-DALF C1
- Students who may wish to continue studying languages after completing their Diploma have the opportunity to enrol on online courses to prepare for the examinations set by the Chartered Institute of Linguists for the Diploma in Translation.
- There is a very wide range of culture modules- ALL taught in the target language- and language modules too.
- There are now three classifications attached to the Award: Distinction, Merit and Pass. This reflects more accurately the achievement of each student than merely Pass and Distinction grades.

**7. Comments on the Examination of Master's Dissertations (External Examiners for postgraduate Master's Programmes only, see also 9.23-9.29 below)**

NA

**8. Appointment Overview (for retiring External Examiners only)**

NA

**9. Annual Report Checklist**

Please include appropriate comments within Sections 1-8 above for any answer of 'No'.

		<b>Yes (Y)</b>	<b>No (N)</b>	<b>N/A (N/A)</b>
<b>Programme/Course Information</b>				
9.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
9.2	Were you asked to comment on any changes to the assessment of the Programme?			NA
<b>Draft Examination Question Papers</b>				
9.3	Were you asked to approve all examination papers contributing to the final award?			NA
9.4	Were the nature, spread and level of the questions appropriate?			NA
9.5	Were suitable arrangements made to consider your comments?			NA
<b>Marking Examination Scripts</b>				
9.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?			NA
9.7	Was the general standard and consistency of marking appropriate?			NA
9.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?			NA
9.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?			NA
9.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?			NA
<b>Coursework and Practical Assessments</b>				
9.11	Was the choice of subjects for coursework and / or practical assessments appropriate?			NA
9.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
9.13	Was the method and general standard of assessment appropriate?	Y		
9.14	Is sufficient feedback provided to students on their assessed work?	Y		

		Yes (Y)	No (N)	N/A (N/A)
<b>Clinical Examinations (if applicable)</b>				
9.15	Were satisfactory arrangements made for the conduct of clinical assessments?			NA
<b>Sampling of Work</b>				
9.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
9.17	Were you able to attend the Examining Board meeting?	Y		
9.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
9.19	Cardiff University recognises the productive contribution of External Examiners to the assessment process and, in particular, to the work of the Examining Board. Have you had adequate opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?	Y		
<b>Joint Examining Board Meeting (if applicable)</b>				
9.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?			NA
9.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			NA
9.22	Was the Composite Examining Board conducted according to its rules?			NA
<b>Examination of Master's Dissertations (if applicable)</b>				
9.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			NA
9.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			NA
9.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			NA
9.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			NA
9.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			NA
9.28	Were the schemes for marking and classification correctly applied?			NA
9.29	Were the standards of the awards recommended appropriate?			NA

Please return this Report, preferably in a Microsoft Word format, by email to:

[ExternalExaminers@cf.ac.uk](mailto:ExternalExaminers@cf.ac.uk)

Your fee and expenses claim form and receipts, should be sent electronically to the above email address or in hard copy to:

External Examiners, Registry, Cardiff University, McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

## **SAMPLING OF TAUGHT MASTER'S DISSERTATIONS BY EXTERNAL EXAMINERS**

External Examiners shall be expected to see prescribed numbers and ranges of Dissertations, but not to mark them, on the following basis:

At least 10% of Dissertations for a postgraduate taught Master's Programme, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s) #.

Dissertations seen by External Examiners should include examples from across the whole range of achievement (i.e. Pass with Distinction, Pass, Fail).

External Examiners will retain the right to see other Dissertations at random.

# Where more than one External Examiner is appointed on a Programme, at least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure), should be seen collectively by the External Examiners.