



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Ms Isabel Moros		
Home Institution / Employer of External Examiner:	University of Exeter. College of Humanities. Department of Modern Languages		
Programme and / or Subjects Covered by this Report:	BSc International Accounting, BSc International Business Administration, BSc International Economics, BSc Accounting with a European Language, BSc Business Administration with a European Language, BSc Economies with a European Language. The subject examined was Spanish.		
Academic Year / Period Covered by this Report:	2013-2014	Date of Report:	27/06/2014

For completion by External Examiner in the spaces provided. Please extend spaces where necessary. **Please note this Form will be published online.**

1. Programme Structure

With regards to the programme structure and the modules that I moderated this current academic year (BS 3711 –Language skills for professionals in the EU context (Spanish), BS2714 –Business Correspondence (Spanish), BS 2712 –Business Language- (Spanish), BS2711 Vocational Language Skills (Spanish), and BS 2713 Listening and Oral skills (Spanish)), they all had clear structures and their content met the aims and learning outcomes as stated in the module descriptors.

2. Academic Standards

The specific nature of these modules, as in previous years, run by the Centre for Life Long Learning in conjunction with the Business School met the academic standards within the framework for higher education qualifications. Students achieved good results and in some cases demonstrated excellent linguistic competence and ability, in particular in their aural and oral skills in some specific cases. The standards that they achieved are very comparable to those of other Higher Education institutions.

3. The Assessment Process

The assessment process was appropriate and clearly designed. All the students were given enough variety of assessment to ensure that they were able to perform to the best of their ability.

As in previous years, there was a lot of attention being paid to detail when choosing the assessment and the elements that constitute it were relevant and up to date reflecting the challenges facing the culture under study as well as the current political, social and financial situation in Europe at present.

Marking was fair and thorough. Second marking was excellent and very clear. As mentioned last year, I was particularly pleased with the different components of continuous assessment within the modules, as they provided students with the opportunity to build on skills that they had acquired already earlier on in their learning process.

All the assessment fulfilled the criteria and was conducted in line with the University's policies and regulations. All the marking schemes and award classifications for each module were set up at the appropriate level.

4. Year-on-Year Comments

Excellent good practice has continued this year for several of these modules.

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

6. Noteworthy Practice and Enhancement

I was particularly pleased with the interesting coursework that was required from the students in the Business correspondence module BS 2714 as it was original and attempted to introduce authentic assessment within the curriculum.

It is also worth mentioning the exam component for BS 2712 as I feel that it is a good idea to require students to complete a Commentary on a specific article.

7. Appointment Overview (for retiring External Examiners only)

8. Annual Report Checklist

Please include appropriate comments within Sections 1-7 above for any answer of 'No'.

		Yes (Y)	No (N)	N/A (N/A)
Programme/Course Information				
8.1	Did you receive sufficient information about the Programme and its contents, learning outcomes and assessments?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?			N/A
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	Y		
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
Marking Examination Scripts				
8.6	Did you receive a sufficient number of scripts to be able to assess whether the internal marking and classifications were appropriate and consistent?	Y		
8.7	Was the general standard and consistency of marking appropriate?	Y		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	Y		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	Y		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	Y		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	Y		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	Y		
8.13	Was the method and general standard of assessment appropriate?	Y		
8.14	Is sufficient feedback provided to students on their assessed work?	Y		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			N/A
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
Examining Board Meeting				

		Yes (Y)	No (N)	N/A (N/A)
8.17	Were you able to attend the Examining Board meeting?		N	
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?			N/A
8.19	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		
Joint Examining Board Meeting (if applicable)				
8.20	Did you attend a Composite Examining Board, i.e. one convened to consider the award of Joint Honours degrees?		N	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			N/A
8.22	Was the Composite Examining Board conducted according to its rules?			N/A

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

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:

Clive Brown, Registry Officer, Registry & Academic Services, Cardiff University,
McKenzie House, 30-36 Newport Road, Cardiff, CF24 0DE