



EXTERNAL EXAMINER ANNUAL REPORT FORM

Guidance notes are available to support the completion of this Report via the Cardiff University Intranet [here](#) and from ExternalExaminers@cardiff.ac.uk.

	For completion by External Examiner:		
Name of External Examiner:	Carmen Ramos Villar		
Home Institution / Employer of External Examiner:	University of Sheffield		
Programme and / or Modules Covered by this Report	Modern Languages (Portuguese)		
Academic Year / Period Covered by this Report:	2016-2017	Date of Report:	26/06/2017

Please complete all information in the spaces provided and submit within **six weeks** of the Examining Board (the **taught stage** Examining Board in the case of **postgraduate Master's programmes**).

Please note this form will be published online and should not make any reference to any individual students or members of staff in accordance with the Data Protection Act (1998).

Please extend spaces where necessary.

1. Programme Structure (curriculum design, programme structure and level, methods of teaching and learning)

The Portuguese language and culture modules I moderated were designed to be challenging and, at the same time, interesting to the students. The modules provide an interesting entry point into a range of debates about the nation and its symbols (MDL4212) in a way that allows students to have an in-depth knowledge and bring in their own approach and interests. The linked module, MDL4210 allows students to build on this knowledge through literary texts. The language modules are exemplary in how they enable the students to acquire quite a sophisticated command of Portuguese in such a short period of time. All of this is done in a fair and supportive way that enables any student who engages with the teaching and learning to flourish.

2. Academic Standards (comparability with other UK HEIs, achievement of students, any PSRB requirements)

I would say that, at the top end of the Level 2 students, their linguistic command of Portuguese is similar to the level of some of my Final Year students. This is a testament to the quality of the language teaching that students receive at Cardiff.

- 3. The Assessment Process** (enabling achievement of aims and learning outcomes; stretch of assessment; comparability of standards between modules of the same level)

The assessment is fair and clear. It is obvious why a student has been given the mark. It is lovely to see comments about how to improve the academic performance and, these being Second Year modules, it is impressive to see comments made about how to improve linguistically whilst on the Year Abroad. I really liked the fact that students received different methods of feedback, ranging from written feedback on the coursework, to oral feedback on the oral exam.

4. Year-on-Year Comments

[Previous External Examiner Reports are available from the Cardiff University Website [here](#).]

The standard has been maintained, and the feedback methods have improved as they are finetuned.

The numbers of students at Level 2 are very good, and there is potential to grow further whilst maintaining the very high standards of teaching and learning. It is lovely that Cardiff is already supporting this growth. However, the workload of the two members of staff within Portuguese will become more of an issue as next year progresses; for the first time, there will be Portuguese students at Final Year level. If Portuguese Studies keeps growing at the rate it is at the moment, it will reach a natural point at which it cannot grow any further unless investment is made with a further appointment both within the language side and within the academic side.

- 5. Preparation for the role of External Examiner (for new External Examiners only)** (appropriateness of briefing provided, visits to School, programme handbooks and supporting information)

Everything was clear and concise. I have shown colleagues in my institution your good practise so that they can perhaps adapt and replicate it.

- 6. Noteworthy Practice and Enhancement** (good and innovative practice in learning, teaching and assessment; opportunities for enhancement of learning opportunities)

Like last year, I really liked the fact that students are given a pack with articles, secondary sources, to incorporate it as needed in their answers for MDL4212 and MDL4210. It is a really impressive area of good practise.

I also really liked the introduction of oral feedback, rather than written feedback, for the oral exams. It was done sensitively, in a supportive way where students could see where to improve, particularly on their year abroad, and where they were already flourishing.

- 7. Appointment Overview (for retiring External Examiners only)** (significant changes in standards, programme/discipline developments, implementation of recommendations, further areas of work)

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?	X		
8.2	Were you asked to comment on any changes to the assessment of the Programme?		X	
Draft Examination Question Papers				
8.3	Were you asked to approve all examination papers contributing to the final award?	X		
8.4	Were the nature, spread and level of the questions appropriate?	X		
8.5	Were suitable arrangements made to consider your comments?	X		
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?	X		
8.7	Was the general standard and consistency of marking appropriate?	X		
8.8	Were the scripts marked in such a way as to enable you to see the reasons for the award of given marks?	X		
8.9	Were you satisfied with the standard and consistency of marking applied by the internal examiners?	X		
8.10	In your judgement, did you have the opportunity to examine a sufficient cross-section of candidates' work contributing to the final assessment?	X		
Coursework and Practical Assessments				
8.11	Was the choice of subjects for coursework and / or practical assessments appropriate?	X		
8.12	Were you afforded access to an appropriate sample of coursework and / or practical assessments?	X		
8.13	Was the method and general standard of assessment appropriate?	X		
8.14	Is sufficient feedback provided to students on their assessed work?	X		
Clinical Examinations (if applicable)				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				
8.17	Were you able to attend the Examining Board meeting?	X		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	X		
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	X		

	opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?			
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?		X	
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?			X
8.22	Was the Composite Examining Board conducted according to its rules?			X
Examination of Master's Dissertations (if applicable)				
8.23	Did you receive a sufficient number of Dissertations to be able to assess whether the internal marking and classifications were appropriate and consistent?			X
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			X
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			X
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			X
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			X
8.28	Were the schemes for marking and classification correctly applied?			X
8.29	Were the standards of the awards recommended appropriate?			X
8.30	Comments on the Examination of Master's Dissertations. <i>Please provide any comments you may wish to make on the issues raised above.</i>			

Please return this Report, **in a Microsoft Word format**, by email to:
externalexaminers@cardiff.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