



## 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](mailto:ExternalExaminers@cardiff.ac.uk).

	For completion by External Examiner:		
Name of External Examiner:	Professor Mairéad Hanrahan		
Home Institution / Employer of External Examiner:	UCL		
Programme and/or Modules Covered by this Report	BA programmes in French		
Academic Year / Period Covered by this Report:	2016-17	Date of Report:	15 July 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)

My view remains similar to that stated in my report last year that the programme structure is varied and rich, and affords students the opportunity to deepen their understanding of and engagement with culture in French as they progress through their degree. It is clear that Cardiff University offers an excellent higher-level education in French and Francophone culture.

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

The level of award in final classification and the grades awarded in the various modules that I

scrutinized at every level of the programmes in French were entirely appropriate and comparable with those obtaining in similar institutions in the UK.

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

The marking was fair and rigorous in every respect. Of the many institutions with whose assessment procedures I have been involved as either Internal or External Examiner, Cardiff is the one that makes the fullest use of the range of possible 1<sup>st</sup> class marks. There is an excellent system of feedback/comment sheets in place to facilitate discussion between markers; I would urge assessors to exploit these in order to ensure that the justification for the marks awarded is evident.

I was somewhat surprised that responsibility for the French elements of the examination process was fully delegated to a young colleague on a 9-month, fractional contract who had never previously attended any meeting of any Board of Examiners prior to the one that he chaired. He was, in addition, the only colleague from French present at the final meeting of the School's Board of Examiners, at which there also few senior colleagues from other languages. The resulting lack of institutional memory available was unfortunate when problems arose (for example, when it was noted that some of the calculations generated by the IT system manifestly did not correspond to the accompanying marks), and I would suggest that it would instil greater confidence in the appropriateness of some of the results decided at the final meeting if a greater number of senior colleagues who were familiar with past or current institutional practice were present.

**4. Year-on-Year Comments**

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

My view remains similar to that expressed last session.

**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)

n/a

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

**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)	
<b>Programme/Course Information</b>				
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	
<b>Draft Examination Question Papers</b>				
8.3	Were you asked to approve all examination papers contributing to the final award?		I believe that between us, the 2 Externals in French approved all papers.	
8.4	Were the nature, spread and level of the questions appropriate?	Y		
8.5	Were suitable arrangements made to consider your comments?	Y		
<b>Marking Examination Scripts</b>				
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?		As noted above, this could on occasion have been clearer, although there were no issues with the actual marks awarded.	
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		

<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>		n/a		
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	Y		
<b>Examining Board Meeting</b>				
8.17	Were you able to attend the Examining Board meeting?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	See comment above		
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		

<b>Joint Examining Board Meeting (if applicable)</b>				
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		
8.22	Was the Composite Examining Board conducted according to its rules?	N		
<b>Examination of Master's Dissertations (if applicable)</b>				
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?			
8.24	Was the sample in accordance with the University's sampling guidelines (guidelines provided below)?			
8.25	Were you satisfied with the standard and consistency of marking applied by the Internal Examiners?			
8.26	Were you able to attend the Master's Degree (Dissertation) Stage Examining Board?			
8.27	If so, was the Examining Board conducted properly and in accordance with established procedures?			
8.28	Were the schemes for marking and classification correctly applied?			
8.29	Were the standards of the awards recommended appropriate?			
8.30	<b>Comments on the Examination of Master's Dissertations.</b> <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](mailto: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