



## EXTERNAL EXAMINER ANNUAL REPORT FORM

The completion of this Report is supported by *Annual Report Form – Guidance to External Examiners*. The Guidance and this Form are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/rep/index.html>. Fee information and claim forms are available at: <http://www.cardiff.ac.uk/regis/ifs/exex/fees/index.html>.

	For completion by External Examiner:		
Name of External Examiner:	Dr Uwe Baumann		
Home Institution / Employer of External Examiner:	The Open University		
Programme and / or Subjects Covered by this Report:	Certificate of Higher Education (Languages)		
Academic Year / Period Covered by this Report:	2013/14	Date of Report:	22/07/2014

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

The programme is structured coherently and offers a wide range of languages at a range of levels, including less widely taught languages, subject to demand. The programme is commendable in its dedication to widening access and offering language study opportunities to a large variety of students. The programme is entirely appropriately benchmarked against relevant frameworks.

### 2. Academic Standards

Academic standards are entirely satisfactory and in line with standards in comparable programmes. Students at the higher end of the levels offered reach in many cases impressively high academic standards in their written work.

### 3. The Assessment Process

The assessment process is clear and sufficient safeguards to ensure equity of treatment and fairness to all students are in place through the process of moderation. I would encourage the Centre to move to an electronic assessment record keeping and moving away from paper records as I believe that this might be advantageous.

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

This is my first year as external examiner for this programme.

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

I received all necessary information and was offered to attend an induction day for new external examiners which unfortunately I could not attend.

#### **6. Noteworthy Practice and Enhancement**

The staff at the Centre for Lifelong Learning demonstrate high professional standards and a laudable level of commitment to their students. The reports for the exam board meeting were comprehensive, detailed and clearly structured. The board meeting was chaired professionally and allowed me to contribute fully to my duties as external examiner.

#### **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)
<b>Programme/Course Information</b>				
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
<b>Draft Examination Question Papers</b>				
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
<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?	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		
<b>Coursework and Practical Assessments</b>				
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		
<b>Clinical Examinations (if applicable)</b>				
8.15	Were satisfactory arrangements made for the conduct of clinical assessments?			X
<b>Sampling of Work</b>				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X		
<b>Examining Board Meeting</b>				

		Yes (Y)	No (N)	N/A (N/A)
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 opportunities to discuss the Programme and any outstanding concerns with the Examining Board or its officers?	X		
<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?			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

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:

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