



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Dr Uwe Baumann		
Home Institution / Employer of External Examiner:	Faculty of Wellbeing, Education and Language Studies, The Open University		
Programme and / or Subjects Covered by this Report:	Certificate of Higher Education, Languages, Centre for Lifelong Learning		
Academic Year / Period Covered by this Report:	16/17	Date of Report:	01/08/17

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

I repeat what I have stated in previous reports, the structure of the programme is coherent and logical, it offers a variety of languages at different levels from beginners to, in some cases, mastery level. The range of languages and levels is to be commended in such a programme which supports widening access. The programme is appropriately benchmarked against the standard framework used in languages nationally and Europe-wide – the Common European Framework of Reference for Languages.

2. Academic Standards

Academic standards are appropriate for such a qualification and equivalent to other institutions in the UK. At the highest levels, some of the students' work is of exceptionally good standard.

3. The Assessment Process

The assessment process is appropriate and sound. Safeguards are in place to ensure comparability of results between languages and levels, as far as this is achievable when European languages are taught in the same programme as non-European languages. Moderation is in place which allows adequately for the checking of the fairness of the assessment and comparability of results between tutor groups.

I have previously commented on the variable level of feedback that students receive on the form which range from just a breakdown of the marks to carefully drafted personalised feedback. I appreciate that the Centre has a clear policy in place, however, I'd like to reiterate my view from the last two reports that students would benefit from greater consistency in approach to feedback on the form. I would like to suggest that the Centre considers how it can systematically enforce the policy on feedback.

4. Year-on-Year Comments

See above. A discussion on how the policy on feedback can be more systematically enforced would be useful.

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

N/A

6. Noteworthy Practice and Enhancement

The dedication and professionalism of the staff working in the design and delivery of the language programme at the Centre is highly commendable. There is a great emphasis on supporting the students' learning.

7. Appointment Overview (for retiring External Examiners only)

N/A

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?			X
Sampling of Work				
8.16	Were you afforded sufficient time to consider samples of assessed work?	X		
Examining Board Meeting				

		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		
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

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