



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:	Professor Mairéad Hanrahan		
Home Institution / Employer of External Examiner:	UCL		
Programme and / or Subjects Covered by this Report:	BA French		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	17 July 2015

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 structure is varied and rich, and clearly 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 in every respect.

2. Academic Standards

Academic standards at Cardiff are entirely appropriate and comparable with those obtaining in similar universities. The final distribution of classifications is pleasing, with a good preponderance of First-class and Upper Second marks.

3. The Assessment Process

The marking was fair and rigorous, with a clear paper trail in every instance. There is an excellent system of feedback/comment sheets in place to facilitate discussion between markers. I was pleased to see that full use is generally made of the range of First-class marks, although I noted that the grading for the student Dissertation in French was relatively severe. I would encourage colleagues to remember that this is an Undergraduate project, and that perfection is not necessary for a mid-First-class mark.

Under current regulations, the Year Abroad does not count under Cardiff's 'secondary rule' for consideration as a module achieving a grade in the target class.

This is unusual; in my own institution (UCL), the Year Abroad is weighted as the same importance as Final year modules. I would recommend relaxing this restriction, as doing so would make it a little easier for students to qualify for a higher classification under Cardiff's stringent rules.

I was surprised that student anonymity ends before the final Board meeting, so that students are considered for classification according to their names. This is of course a matter of policy at institutional rather than Departmental or School level. Cardiff University may wish to consider coming into line with best practice elsewhere in this respect.

I was also surprised to see computational errors at the Final Examination Board. I would strongly urge Cardiff University to upgrade its IT systems; it is absolutely imperative that the Board have confidence that the marks entered into the system generate the appropriate final grade.

4. Year-on-Year Comments

N/A.

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

All possible efforts were made to ensure that I knew what to expect and the time line for the distribution of work. I am grateful to those concerned for the care they took to facilitate my job in every respect.

6. Noteworthy Practice and Enhancement

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	
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?	Y		
8.18	Was the Examining Board conducted properly, in accordance with established procedures and to your satisfaction?	Y		
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?	Y		
8.21	If so, were you made aware of the procedures and conventions for the award of Joint Honours degrees?	Y		
8.22	Was the Composite Examining Board conducted according to its rules?	Y		

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