



EXTERNAL EXAMINER ANNUAL REPORT FORM

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	For completion by External Examiner:		
Name of External Examiner:	Prof. Andrew ROTHWELL		
Home Institution / Employer of External Examiner:	Swansea University		
Programme and / or Subjects Covered by this Report:	BA in Translation		
Academic Year / Period Covered by this Report:	2014-15	Date of Report:	8 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

Since the BA in Translation is a variant of a standard Modern Languages BA programme, I saw modules corresponding to only part of the students' degree, but I am happy to confirm that the programme seems to me well constructed to deliver a valuable mix of linguistic and professional skills.

2. Academic Standards

The standards set in work I have seen this year have been high, and fully in line with both QAA descriptors for work at this level, and the standards of comparable programmes with which I have been involved as external examiner.

3. The Assessment Process

I would re-iterate my commendations from previous years about the quality and rigour of the assessment processes for this degree, and the detailed engagement and dialogue with students' writing (including on exam scripts, which the students never see).

Last year I recommended greater use of the upper marks band (75+) where the academic judgement and supporting comments seemed to merit it. This year I noted that this advice had apparently been heeded across the board and I was pleased to see high quality work rewarded with appropriately high marks.

I did raise in my report last year the issue of module marks ending in 9 and the unfortunate effect that they can have in the application of your secondary classification rule in respect of borderline candidates. Unfortunately, this year again there were a large number of borderline 9s and I counted at the board meeting six candidates who had been denied the higher class (five of First, one of Upper Second) on the preponderance principle, when they had between 1 and 3 marks ending in 9 in their profile. I really think this is unacceptable, particularly when the 9 is the result of numerical aggregation of multiple components, and made the point, which seemed generally to be accepted, at the board. I would recommend in the strongest terms that assessors be required in advance of the board to revisit any borderline 9s and take an overall decision, on the evidence of the full module assessment, as to the class to which it belongs. This is not to suggest that all 9s should systematically be raised: if the decision is in favour of the lower class I would recommend lowering the 9 to an unambiguous 8.

4. Year-on-Year Comments

With the exception of the above point about module marks ending in 9, all my comments from 2013-14 have been acted upon.

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

N/a.

6. Noteworthy Practice and Enhancement

In the course of the year I had a very fruitful dialogue with colleagues involved in the 'Translation as a Profession' module about how to make it even more professionally relevant by incorporating an element of assessment of the use by students of computerised translation tools. This was implemented on an experimental basis which may benefit from further refinement in the future, but was definitely a step in the right direction, as evidenced also by student feedback comments.

I am grateful to Dr [REDACTED] for her efficiency in organising the marking and dispatch of materials for me to moderate, and for her swift and thoughtful responses to some of the more detailed points that I made.

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?	Y		
8.2	Were you asked to comment on any changes to the assessment of the Programme?	Y		
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?		N	
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