



Academic & Student Support Services  
Academic Registrar Simon Wright LLB  
*Gwasanaethau Academaidd a Chefnogi Myfyrwyr*  
*Cofrestrwydd Academaidd Simon Wright LLB*

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE

Tel *Ffôn* | +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 0DE*

**Sent by email to [a.j.rothwell@swansea.ac.uk](mailto:a.j.rothwell@swansea.ac.uk)**

**11 August 2016**

Dear Professor Rothwell,

**Re: Institutional Response: External Examiner Annual Report 2015–2016**

I am writing further to the receipt of your External Examiner's Report for the MA in Translation Studies.

Your Report has been considered by the School in accordance with our approved procedures. I am, therefore, now in a position to respond on behalf of the Vice-Chancellor to the main points you had raised.

**Issues Highlighted**

1. Your recommendation that a closer engagement by markers with the very clear and detailed assessment criteria is implemented and is reflected more in the comments;
2. Your recommendation that a more consistent approach to marking (electronic or paper-based) is followed by module convenors to avoid causing unnecessary confusion among students.
3. Your recommendation that markers word-process their reports and that they be provided to students for feedback purposes.
4. Your recommendation that an all-electronic workflow is implemented in future, from submission by the student, to online assessment by the internal markers and scrutiny by the external examiner.

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE  
Tel *Ffôn* | +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 0DE*  
Tel *Ffôn* | +44(0)29 2087 9189  
[www.caerdydd.ac.uk](http://www.caerdydd.ac.uk)

**The following response has been provided on behalf of the School:**

1. A better implementation of the marking criteria in tutor's assessment reports (external and internal) has been the MA Convenors' intention for a number of years. Prior to the first round of marking, tutors will be reminded of the importance of a close engagement with the assessment criteria and encouraged to refer back to it in their feedback to clarify how the mark was arrived at.
2. This year there has been an increase in the use of Grademark by tutors marking essays and a good number of non-language specific modules have moved over to 100% electronic marking. However, the remarkable number of tutors involved in the marking of essays and translation assignments, everyone with diverse but mutually reinforcing and complementary marking habits and practices, make this objective occasionally difficult. For the coming year, we hope to be able to move over to 100% electronic marking (using Grademark as well as annotating electronic copies) for all essay-based modules. For language-specific translation modules the move to electronic marking is more challenging due to the large number of external tutors involved. Module convenors of specialized translation modules will remind all markers to use a consistent format for annotating scripts and writing feedback.
3. This recommendation has already been successfully implemented.
4. The School welcome this recommendation and commits to an all-electronic workflow for all essay-based modules from 2016-17. Further discussion of alternative options for electronic marking for the language-specific modules and ATP marking will continue in the School's Teaching and Learning Committee.

**The University is pleased to note your positive comments including:**

1. your positive indications regarding the programme structure, academic standards and assessment process
2. your particular commendation of feedback provided to students and of the range of essay topics available to students;
3. your confirmation that the programme team has responded positively to your earlier recommendations (production of specific assessment criteria for the ATP exercise and use of a standardised assessment report).

I hope that you will find this response satisfactory and we thank you for your continued support of the programme.

As this is your final year as External Examiner, we would like to thank you for your service and we are most grateful for your valuable input into this process.

Cardiff University  
McKenzie House  
30-36 Newport Road  
Cardiff CF24 0DE  
Tel Ffôn I +44(0)29 2087 9189  
[www.cardiff.ac.uk](http://www.cardiff.ac.uk)

*Prifysgol Caerdydd*  
*Tŷ McKenzie*  
*30-36 Heol Casnewydd*  
*Caerdydd CF24 0DE*  
Tel Ffôn I +44(0)29 2087 9189  
[www.caerdydd.ac.uk](http://www.caerdydd.ac.uk)

In order to meet the expectations of the QAA Quality Code, both the External Examiner Annual Report and this Institutional Response will be published on the University website and will be available to all students and staff.

The University's provision of the formal Institutional Response is not intended to constrain direct communication between schools and their External Examiners. Schools are encouraged to discuss with their External Examiners any matters of detail raised in their Reports and, more widely, any issues impacting on the quality and standards of awards, including possible changes to programmes.

We are most grateful for your comments and for your support in this matter.

Yours sincerely,



Mr Simon Wright  
Academic Registrar