



Academic & Student Support Services
Gwasanaethau Academaidd a Chefnogi Myfyrwyr
Registry
Y Gofrestrfa
Academic Registrar Cofrestrdydd Academaidd
Simon Wright LLB(Hons)

Cardiff University
McKenzie House
30-36 Newport Road
Cardiff CF24 0DE
Wales UK
Tel please see below
Fax +44(0)29 2087 4130
www.cardiff.ac.uk

Prifysgol Caerdydd
Tŷ McKenzie
30-36 Heol Casnewydd
Caerdydd CF24 0DE
Cymru Y Deyrnas Unedig
Ffôn gweler isod
Ffacs +44(0)29 2087 4130
www.caerdydd.ac.uk

Sent by email to jon.hughes@rhul.ac.uk

07 February 2020

Dear Dr Hughes,

Re: Institutional Response: External Examiner Annual Report 2018/19

I am writing further to the receipt of your report for all UG programmes with German.

Your report has been considered by colleagues in the School and is the basis of this Institutional Response on behalf of the Vice-Chancellor. The School will also use its contents to help inform their [Annual Review and Enhancement](#) process and where appropriate, [Periodic Review](#).

The University is pleased to note your positive comments including:

1. Your positive indications regarding the programme structure, academic standards and assessment process.
2. The range of assessment tasks set, including translation as an element of language learning.
3. The content modules offer students a very good range of cultural and historical topics, approaches, themes, and media/genres, reflecting the characteristic strengths and interests of colleagues in the Department.
4. Specialised courses in the final year, with historical, thematic, and theoretical themes, produced some excellent work. It was pleasing to see innovative methods being used, such as the use of photographic essays, posters and reviews in ML7362.
5. Use of innovative assessment tasks: Posters; photographic essays; reviews (ML7362); business plan for a fictional startup (ML7283)



Registered Charity, no. 1136855
Elusen Gofrestredig, rhif 1136855

Issues highlighted in your report and response provided by the School:

1. **Programme structure:** *I find it unusual that the majority of ML students in the second year take the same 30 credit content module (ML7282).*

The School underwent a curriculum review in recent years. The structures were created in collaboration with staff, students, and critical friends from the AHRC and other HEIs. Feedback from students has so far been positive, but of course we continue to review our structures and offerings.

2. **The Assessment Process:** *The marking and moderation process seems to be robust, although I noted some minor inconsistencies in practice.*

This was the second year of moderation and there are still some teething problems which we will try to address, aiming for a more standardised approach. The adjustment of marks should not be part of the moderation unless the full batch is moderated and adjustments are applied to the full batch.

3. **The Assessment Process:** *I note that electronic marking is not being used consistently. I would encourage the School to consider moving in this direction, which not only allows moderators and externals full access to feedback but is, generally, appreciated by students.*

The School is aiming to move in this direction as much as possible.

4. **The Assessment Process:** *I noted that feedback to students is being written on examination scripts. This being the case I would encourage the School to put in place a mechanism that allows more students to benefit from this feedback.*

A generic response about examination performance is made available to students online, however, students can also make an appointment with the Module Co-ordinator to have a look at their individual exam paper.

5. **Year on Year comments:** *The question of electronic marking. It is important to ensure that the technology best serves the needs of staff and students in both the present and the future, and that students' anonymity is preserved throughout the assessment process.*

This is the case for all assessment apart from oral examination, where students' anonymity cannot be preserved. All orals are recorded and two markers are separately marking these.

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

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's [Public Information website](#) and will be available to all students and staff.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Wright', with a stylized flourish at the end.

Mr Simon Wright
Academic Registrar