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**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 BA in Translation.

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 detailed suggestion that, if electronic marking is to be extended, some of the work of External Examiners might be carried out in advance of their visit to Cardiff (thereby freeing up more time during visits);
2. your detailed comments regarding the scrutiny of module marks of 69% in advance of the Examining Board;
3. your observation of varied practice in the implementation of electronic marking which "seem to risk confusing students about how and where they will receive feedback".

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

1. Similar comments regarding a shortage of time available during visits have been mentioned by another External Examiner and the matter will be referred for consideration by the School's Board of Studies.
2. Marks that have been released already or whose assessments have been returned to the students cannot be altered and, sometimes, when the module is made up of several assessments, it may be difficult to avoid a final composite mark ending in -9. The School, however, notes your concerns and will discuss the matter with your successor.
3. The use of electronic marking depends on the module convenor, as well as some other factors. Thus, if a module convenor decides that e-marking should be applied, all lecturers marking in that module have to follow suit. Your point will be raised with the corresponding module convenors to avoid confusing the students.

The University will take consideration of your comments regarding borderline candidates in the context of your observations regarding module marks ending in 9.

**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 the detailed and highly formative marking of both language and content work and of the development and application of sector-leading criteria for assessing translations which enhance both the consistency of marking and the feedback provided to students;
3. your conclusion that the Programme "has evolved over a number of years to become a model for this type of professionally-focused languages degree;
4. your confirmation of constructive dialogue with the programme team during your term as External Examiner.

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.

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.

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

Yours sincerely,



Mr Simon Wright  
Academic Registrar