

INSTITUTIONAL RESPONSE: EXTERNAL EXAMINER REPORT 2013-2014 - BSc in Economics / Accounting / Business Management (French)

Dear Mrs Trégoat,

I am writing further to your External Examiner's report for the above programme(s). Your Report has been considered by the Cardiff Business 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

Your Report raised issue(s) which have been referred for consideration by the School. The following response has been provided on behalf of the School.

"1. [3, third para] the External Examiner's "reservations concerning the listening examinations" and related comments

A review of our listening tests, in particular, the form of the questions will be undertaken this year and prior to students being tested.

2. [3, fourth para] observations regarding the duration and nature of "oral presentations"

A review of the guidelines issued to students about their oral presentation will be undertaken this year and prior to students being assessed.

3. [6] the recommended provision of "exam specifications...so as to enhance transparency, assessment validity, consistency and comparability across modules, levels and cohorts"

This suggestion will be discussed with colleagues providing parallel German and Spanish modules as this is not a change which could be made at the local level of the French section.

4. [8.3] the indication that the External Examiner was not asked to approve examination papers contributing to the final award

The School was slightly puzzled by this as it has correspondence to suggest that the External Examiner was asked to approve examination papers in November 2013 for one module and March 2014 for three other modules."

Positive Comments

The School and University are pleased to note your positive comments on the School's provision including:

- a. [1, 2 and 3] your positive indications regarding the programme structure, academic standards and assessment process;**
- b. [4] your confirmation of positive responses to issues raised last year.**

I hope that you will find this response satisfactory and thank you for your service as External Examiner.

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 Registry web pages and will be available publically.

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.

Dr S L Williamson

for Dr C B Turner
Academic Registrar